**Subha Gurram**

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4 years of experience in IT Recruiting, Executive Staffing, and Talent Acquisition. Successfully recruited and hired personnel at all levels. Experienced in conducting market research, building relationships, and maintaining communication with candidates. Established strong rapport with managers and defined the best recruitment practices and procedures, resulting in improved efficiency of the hiring process and successful placements.

**WORK EXPERIENCE**

**Amazon** 06/2022 - 07/2022

**IT Recruiter**

* Understanding SDEII requirements
* Check for guidelines and make sure to meet all base requirements.
* Check whether the candidate is already engaged or available
* Checking with the candidate if he is ready for this position. If he is available, sending requirement to him/her.
* Sending Online assessment, and taking it forward
* Updating candidates' status in tracker.

**USM Business Systems** 12/2021 - 06/2022

**IT Recruiter**

* Assesses candidate skills and salary category.
* Advertises, markets, and sales to potential and existing clients.
* Develops community, employee, and customer relations.
* Assists the client with specialized needs, identifying possible talent for client-specific requirements.
* Works closely with Human Resources departments to ensure all essential needs and procedures are being followed.
* Provide accurate and timely reports and communication to management, hiring managers.
* Create job requisitions and accurately manage candidates through the recruiting workflow in applicant tracking systems
* Working with Recruitment Partners to establish strong working relationships.
* Worked with clients like Apex systems, Tek Systems, Kforce and direct clients like College board, Seneca resources etc.,
* Manages temporary employees, as well as the start and end of assignments.
* Recruiting senior IT profiles, with focus on functional and technical expertise (areas such as Project manager, BA, QA, Java associates from associate to senior level, Python developers etc.) .
* Involved in offer management and pre-employment process management, including references.
* Joined as Recruiter and later from February work as team lead with three associates in team.

**AA Software & Networking Inc** 11/2017 - 09/2019

**IT Recruiter**

* Analyzed job requisitions to understand needs & requirements, update job descriptions to meet explicit requirements.
* Conducted market research and analysis to determine proper recruiting techniques based on demographics and backgrounds.
* Identify and source promising applicants through desired benchmarks with an in-depth analysis of their resume.
* Build and maintain relationships between project team and candidates to ensure successful partnerships.
* Identify qualified and proficient applicants through widely used recruitment platforms like Monster, Naukri, LinkedIn
* Marketing the resumes of H1-B, OPT, EAD's consultants for various positions available in the market.
* Broadcasting the profile of the consultant and the Hotlist of the company on periodical basis.
* Responsibilities include calling on candidates and vendors, presenting consultants, negotiating, and finalizing contracts.
* Keep track of candidate arrival to bench (at least 2 weeks before) and getting their updated resume ready to market.
* Searching on job sites (Dice, Monster, Career Builder, Indeed) to find suitable positions for existing consultants and communicate vendors through phone and mails.
* Performed all activities related to sourcing, screening, interviewing, reference-checking, pre-employment validation and presenting offers.
* Successfully recruited and hired at all personnel levels for several key projects.
* Established rapport with managers and defined best recruitment practices and procedures.
* Excellent relationship skills to develop successful network within senior management, staffing teams and HR partners.

**GRS IT Solutions** 08/2012 - 08/2014

**Executive Staffing**

* Managed & tracked outbound and inbound calling activities & regularly updated job requirements.
* Prescreened applicants & evaluated compatibility with job specific requirements.
* Maintained routine communication with candidates via phone and email.
* Edited and reformatted resumes as necessary, adding relevant key words and skills to increase candidates match with client positions.
* Hired professionals with varying designations, roles IT & Non-IT, and experiences that meet the client needs & requirements.
* Maintained information about potential candidate in applicant tracking systems.

**EDUCATION**

**Master Of Business Management Administration,** JNTU, Hyderabad.

**Bachelor Of Science,** Hindu College, Guntur.

**SKILLS**

ATS Systems, Negotiating, Microsoft Office, Microsoft Excel, Interviewing Process, HR Operations, Technical Recruitment, Microsoft PowerPoint, Customer Relationship Management