**Sanjay Kumar Silveri**

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**OBJECTIVE:**

To find a challenging position with an established company in a stable environment where I can bring my expertise, skill sets and experience to the table as well as my enthusiasm, desire and strong will for success. I am a great team player and enjoy working in a team oriented atmosphere.

**SUMMARY**

* Extensive knowledge and experience in technical recruiting/ resource management industry, having extensive experience in international market with a particular focus on US IT industry and Domestic Recruitment.
* Hardcore recruiting experience in successfully searching, screening and placing a wide spectrum of candidates in the field of Information Technology, Marketing/Sales, SDE, SDM and TPM etc. for various job categories/ positions.
* Used ATS(Ceiphal, Vultus etc..)

**EDUCATION:**

* MBA (HR) & Minor Marketing from Osmania University.(2013)
* Bachelor in Engineering (Production) from Kakatiya University.(2009)

**EXPERIENCE:**

**QUARDRANT RESOURCE LLC (Readmond WA) June 2018- Till Date**

**SR IT Recruiter**

**Responsibilities:**

* Recruitment: (**Individual Contributor)**
* Involved in End- To- End recruitment process Recruiting and hiring candidates for contract, contract-to-hire and permanent placements.
* Handled the entire Recruitment Life Cycle- for all IT. right from working on job portals, posting job requisitions, screening profiles, evaluating, short listing candidates. Screening, short listing, selecting, handling entire gamut of recruitment,
* Short listing the candidates through various modes like telephonic screening, technical screening, finally checking the interest level of the candidate towards the firm, and as per the requirement specifications.
* Understanding Salary fitment and taking care of salary negotiations
* Preparing Daily, Weekly and Monthly track sheets and submitting to the BDM and maintaining reports.
* Conduct interviews to recruit prospective employees and use referrals for utilizing their capabilities for the current job openings if not use them for future requirement.
* **SPOC (Account Management)**
* Responsible in taking care of day to day work allocation to SDEs interacting with client
* Attending Client calls and meetings
* Handling Total Client Co-ordination
* Interacting with existing Clients / Vendors on regular basis to maintain good relationship, good understanding about client and to be more successful.
* **Team Handling**

Team Management which is a broad task categorized in to following activities:

* Ensuring a healthy and positive work environment
* Analyzing the requirement
* Task allocation (Allocating requirements to individual recruiter).
* Growth and development of all team members
* Initiating trainings
* Participate actively in the appraisal process for his/her team members
* Map the manpower needs for team and participate in the recruitment process.
  + Final Screening of all consultant before submitting to client
  + Make sure all submissions involved with references
  + Follow –up over interview schedule till closure
* Responsible for handling a team of Sr. Recruiter from inception to closure, Making sure all recruiters are provided with enough input( By Training Sessions if necessary ) about client, domain, project & required skills which helps recruiters to submit perfectly relevant consultants available in the market

**Credentech Solutions Inc, Hyderabad**

***Sr Technical Recruiter - June 2016- Apr 2018***

* To ensure seamless supply of quality profiles for all vacancies.
* Sourcing through various job boards, internal database, referrals to source active and passive candidates for contract, contract-to-perm, and permanent positions. as per the requirement specificationsTalent Sourcing, Salary Fitment, Behavioral Analysis, Leading a team of IT Recruiters, Salary Negotiations, Ref. Checks, Retention Strategy, Job Enrichment.  
  Leading a team of 7+ members
* Responsible for overall management of sourcing channels (eg. Vendor Management, Sourcing Partners, Generating New Vendors, Staffing Firms and building necessary partnerships to ensure healthy pipeline of candidate's pool for Staffing

**Smartfolks Info Solutions Pvt. Ltd**

***Sr IT Recruiter – July 2015 – June 2016***

* Involved in End- To- End recruitment process Recruiting and hiring candidates in state and out-of-state for contract, contract-to-hire and permanent placements.
* Maintain an updated database with proper information captured and entered into tracking software.
* To ensure seamless supply of quality profiles for all vacancies.
* Sourcing through various job boards, internal database, referrals to source active and passive candidates for contract, contract-to-perm, and permanent positions. as per the requirement specifications.

**SMART FOLKS Inc**

**SR IT Recruiter - Feb 2014 – July 2015**

**Headquarters: Novi, MI**

Smart Folks Inc is a staffing solutions, has been providing innovative Staffing solutions to companies for over 5 years. We bring together industry knowledge with state of the art technology to help you acquire, manage and optimize today's top talent. Smart Solutions with proven Results.

**Responsibilities:**

* Experienced with **Full Life Cycle Recruiting**, such as finding candidates through different Sourcing techniques, Screening of resumes, Telephonic Interviews, Salary Negotiations, and working closely with Recruiting Managers in filling the positions.
* Sourced candidates via internal database, referrals, Internet **(Monster, Prohires,TechFetch)** to ensure a quick turn around on all open positions.
* Extensive work experience on Tax Terms **(W2, CORP TO CORP, 1099)** and General Benefits (401k plans, short term and long term disability, etc).
* Extensive work experience on all job types **(Contract and CTH).**
* Extensively worked on requirements from **SYNTEL, NTT DATA, CMC, TECH MAHENDRA, INFOSYS, E&E Consulting, Mphasis, CTS & ITC INFOTECH**

**Sanjay Silveri**