**Pravalika Matli**

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**7989914290**

Objective:

“To be part of a dynamic and progressive organization, that offers challenging working environment where one can utilize energies and competences in a positive direction and contribute towards overall objectives of organization.”

Summary:

* 4.8 years of total experience, which includes 3.8 years in Recruiting and sales with US IT Staffing Companies and 1 Year in Domestic Recruitment .
* Involved in full cycle of Recruitment involving sourcing, identifying ,interviewing and placing the right candidate in quick turnaround time in contract, contract with hire and permanent positions.
* Responsible, loyal, reliable, and independent worker with high level of enthusiasm.
* Excellent experience in direct sourcing of candidates using job boards.
* Sourcing, Headhunting & Screening profiles through various job sites and internal database, networking sites as per the requirement.
* Involved in Executive Search Operations on websites like Dice, TechFetch, Monster, Jobdiva and LinkedIn.
* Build a robust vendor process. Handled and maintained the application tracking system and Vendor database for recruiting.
* Handled State Requirements through the Vendor Management System (VMS).
* Good Knowledge on Resume Formatting.

Competencies:

* Full life cycle recruiting
* Staffing Policies, Processes & Tools
* Talent Acquisition

Educational qualification:

* Bachelor of Technology in Computer Science(BTECH)

Technical skills:

* Programming Lang :C,C++,DBMS,Java

Professional Experience:

**Absyz Software Consulting Pvt Ltd, Bangalore**

**Jan 2021 – Till date**

**Talent Acquisition Specialist**

**Job Responsibilities:**

**Primary responsibility was the day-to-day management of Full-cycle recruitment for multiple business units, hiring for entry-level to leadership-level technology positions.**

* Recruitment responsibilities spanning from requirement gathering, understanding hiring needs, sourcing, screening, candidate engagement, offer roll-out, employee on-boarding, Business stakeholder management, Vendor management, Background Verification, Payroll Inputs, Post offer engagement and other key initiatives.
* Fulfilling high volume of open requirements with more concentration on Sales Force hiring.
* Higher ratio of requirements fulfilled though Direct Sourcing, resulting in quicker turn- around time.
* Focused hiring for critical requirements.
* Follow-up process for offered candidates was enhanced, by connecting with Candidate once a week. Resulted in higher turn-out of joining of offered candidates.
* Emphasis on Candidate Care provided multiple benefits. Included conscious steps such as continuous connect with Candidate, answering their queries and demonstrating strong commitment to employee experience.
* Played an integral role in setting up the Employee Referral program:
* Involved in continuous marketing of referral program through email, posters, discussions at various forums, etc.
* Provided real time updates to the referred candidates on their status maximizing transparency.
* Indirectly Involved in setting up monetary and non-monetary incentives to attract the employees to participate in referral program.
* Proficient in working on ATS (Connecteasy).

**Prospance Infotech, Bangalore**

**Mar 2020 – Dec 2020**

**Sr. US IT Recruiter**

**Job Responsibilities:**

* worked with some of the Direct client for Full time, Contract Positions, Contract to Hire Positions.
* Experienced on W2,1099 and C2C tax terms
* Experience in using various job portals like Monster, Dice, Job Diva Etc
* Sourcing ,Screening, Scheduling and follow up with the candidates.
* Negotiating rates on all tax terms i.e C2C, W2 and 1099

**Nityo Infotech, Bangalore**

**June 2019 – Feb 2020**

**Sr. US IT Recruiter**

**Job Responsibilities:**

* Developing and implementing recruiting strategies and provides recruitment support for Interface with the Business team to fully understand the job descriptions of the assigned.
* positions to ensure the sourcing is done for the right candidates Identify, target, screen and interview qualified candidates to fill the positions utilizing various sourcing and recruiting techniques and tools (resume databases, job boards, employee referrals, social networking etc) and ensure positions are filled in a timely manner.
* Post interview selections, involved into salary negotiations, offer rollouts and getting the candidates on-boarded.
* Worked with Direct clients and Implementation partners.
* Also involved into preparing and presenting various Market intelligence reports indicating the recent trends in the market for the stated skills along with challenges in hiring them and provide hiring recommendations.
* Administer all data and information related to your assigned requirements within the ATS system (iCIMS) to track data, profile submissions, candidate status, delivery feedback, interviews, and reporting for weekly, monthly, quarterly, and yearly targets and leadership requirements
* Also was responsible to lead and mentor a team to achieve their goals

**Adwait Algorithm, Nellore**

**May 2017 – May 2019**

**Sr. US IT Recruiter**

**Responsibilities:**

* ADWAIT ALGORITHM introduces a unique combination of services and technology for maximizing your recruiting efficiency which is called RPO On - Demand. One of its unique methodology
* Strong knowledge of sourcing techniques including Internet recruiting, direct sourcing, networking, proprietary targeted search, candidate-to-client matching using web search tools (Monster, Dice and Career Builder)
* Experienced working on the full range of staffing options including Contract, Contract to hire and H1, Permanent Residents and US Citizens
* Sourced and recruited for contractual and full time positions
* Negotiated rates on 1099 & W2, Corp-to-Corp for consultants and their prospective client-companies according to applicant skill level
* Formatting resumes tailored to the client's corporate branding or specification.
* Conduct an efficient and effective technical phone/face to face interviews with all levels of candidates, develop an effective pipeline of key talent candidates.
* Portals: Tech-Fetch, Dice, Monster, Prohires Powerhouse

**Major Roles recruited for :** Java Developer,SalesForce Developer, Oracle Developer,.Net developer, J2EE Developers, ETL Informatica Developers, IOS developer, QA automation and manual engineer, Project Manager, Program Manager, Scrum master, Business analyst, Etc..,

**Declaration**:

I hereby declare that the above information is true to my knowledge and belief.

**Date: Signature:**

**Place: Bangalore Pravalika Matli**