KARTHEEK. GUNTUKU
Senior Recruiter-Lead
Contact No: +91-9573963970
Email ID: kartheek.guntuku@gmail.com

Summary

- Result-oriented individual with more than 6+ years of Sourcing and Technical Recruiting experience in US recruitments, focused in the placing Software Engineers.
- Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
- I have good experience in working with DICE, MONSTER, LINKEDIN, Google Groups and some other free portals link EresumeX and The Ladder.
- Experience recruiting for contract, contract to hire and direct hire/permanent positions.
- A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills.
- Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity.
- Creative, result-oriented business professional capable of leading groups through change engaging a positive, passionate, & proactive approach.
- Experienced in recruiting people under C2C(Contract positions), W2,1099 and CTH.
- Expert at achieving a good rapport with candidates and vendors, developing trust between all parties and closing the deal in a confidant and secure manner.
- Handling the entire recruitment process until the consultant is on-site with client.
- Ability to work with team with high level of involvement.
- Capability of giving qualitative output with presenting and cope up with the workload.
- Results-driven recruiter with the proven ability to motivate personnel to reach desired individual and regional specific company objectives, and dedicated to maximizing profits, providing impeccable customer services.
- Good Team player with excellent interpersonal and communication skills.

Clients:
- **Direct Clients:** Fannie Mae, College Board, BCBS-CareFirst, NIH, US Army and State Clients
- **Prime Vendors:** TCS and APEX Systems
- **Implementation Partner:** Cognizant and HCL

KMM Technologies, Visakhapatnam, AP	Senior Recruiter-Lead	Jan 2019 to Aug 2020 (1 year 7 months)
SRI Tech Solutions, Visakhapatnam, AP	Senior Recruiter	Jun 2018 to Dec 2018 (6 months)
SoftPath Technologies LLC, Hyderabad, Telangana	Senior Recruiter-Lead	Sep 2015 to May 2018 (2 years 8 months)
Miracle Software Systems. Inc, Visakhapatnam, AP	Sourcing Specialist	Sep 2013 to Sep 2015 (2 years)

Work Experience

Duration: (Jan-2019 to Aug-2020)   (1 year 7 months)
Company: KMM Technologies, Visakhapatnam, AP
Role:- Senior Recruiter-Lead

Job Description:
KMM – an ISO 9001:2008, CMMI Level 2 certified company – provides high-quality IT consulting services and innovative solutions by using the most effective and modern technologies. We have acore group of Subject Matter Experts with certifications and immense experience in successfully delivering mission critical solutions. We have extensive industry experience in the financial, insurance, Health IT, media, marketing, retail, and government markets. We have a proven track record in understanding client's business challenges, determine a customer-focused solution, and provide the technical implementation and documentation to bring it to fruition

Experience in full lifecycle of Recruitment (Analyzing requirements, Sourcing profiles, Screening resumes, short listing candidates, scheduling and organizing interviews, negotiating salaries with candidates, issuing Offer letters and closing of candidates).

Responsibilities:
- As a recruiter/lead I am responsible for placing qualified candidates at our client sites.
- Very good recruiting experience, Source, screen, interview and select qualified applicants for various IT requirements.
- Responsible for preparing review reports, recruitment reports, and submitting to the Management.
- Responsible for the full recruitment life cycle; including checking references, negotiating pay, issuing offer letters.
- Fill IT/Software positions with various clients on contract, contract-to-hire and permanent requirements across the USA and India.
- Responsible for W2, corp-to-corp (C2C), 1099 contract negotiations, completing the required documentation.
- Utilize internal database to identify potential candidates.
- Place job requirements on the Internet to increase available candidate pool.
- Develop creative recruiting resources to attract qualified professionals interested in contract, contract to hire and direct placement employment.
- Work extensively with MS Office tools like Word, Excel, and Outlook.
- Worked on all time zones from EST to PST (Including IST).
- Maintaining daily, weekly and monthly reports.
- Building resume database for upcoming/highly potential requirements.
- Use effective resourcing strategies such as Portals Monster, Dice, Career Builder, monster, Naukri, time jobs, indeed, cold calls, and direct mailing & resume databases.

Professionals Recruited: MS Outlook, MS Excel, MS Word, Browsing, Resume Portals (DICE, Monster and some other free portals), Provisional websites (LinkedIn), Screening Tools, Sourcing Mapping. Candidate Mapping.

Duration: (June-2018 to Dec- 2018)   (6 months)
Company: SRI Tech Solutions, Visakhapatnam, AP
Role:- Senior Recruiter

Job Description:
SRI Tech Solutions, founded in 2005, is an innovation-driven Information Technology staffing & solutions firm that consults with mid-market & enterprise companies. SRI Tech Solutions has consecutively ranked as one of the fastest growing companies in the US (INC. 5000, Deloitte, Tampa Bay Business Journal).

I am responsible for screening resumes to determine which candidates meet the minimum requirements. Then, I would move the chosen candidates on to the next step in the hiring process. I am also responsible for conducting initial interviews, which are then used to narrow the number of potential candidates who will be interviewed by the hiring manager. Often times, I will set up interview appointments between the chosen candidates and the hiring manager. After interviews have taken place and the hiring manager expresses an interest to hire a candidate, I often called upon to coordinate the reference and background checks.

Responsibilities:
* Experience on fetching profiles by using portals like Dice, Monster, Linkedin and some other free portals and good experience on Boolean search.
* Responsible for handling the entire recruiting cycle such as sourcing, screening, contacting, confirming, interviewing, and placing the qualified consultant.
* In-depth understanding of technology skills and ability to map them to business requirements.
* Good understanding of IT Terminology Sourcing Screening, and complete verification of resumes.
* Speak to the consultants/employers regarding their technical skills, interest, availability and convince them regarding pay rates, relocation's.
* Performing end to end recruitment process in Corp to Corp, 1099 and W2. Proficient in maintaining good relationship with vendors.
* Take the preliminary round of interview evaluate the communication skills and suitability of the candidate.
* Good Experience on job portals, internet search, Boolean strings.
* Scheduling the interviews and follow up the candidates.
* Involved in Salary negotiation. Good knowledge on different Visa status dealing with consultants on H1B, GC, CITIZEN and EAD etc. Negotiating the rates on Contract, Contract to hire basis.

Professionals Recruited: MS Outlook, MS Excel, MS Word, Browsing, Resume Portals (DICE, Monster and some other free portals), Provisional websites (LinkedIn), Screening Tools, Sourcing Mapping. Candidate Mapping.

Duration: (September-2015 to May 2018)   (2 years 8 months)
Company: SoftPath Technologies LLC, Hyderabad, Telangana.
Role:- Senior Recruiter-Lead

Job Description:

SoftPath Technologies enables companies embrace Digital Revolution by designing & implementing "Business-Driven" solutions for ever changing business challenges. We adopt a business-centric approach in understanding growing business challenges; we focus on uniting people, processes and technology leveraging our expertise from our result-oriented successful client associations.

I am responsible for overseeing the day-to-day operations and performance of the Recruitment Team, leading and driving new processes and systems Taking action to address development needs such as coaching, mentoring or identifying further training requirements and reporting activity to the Manager Ensuring that each individual **team** member fully understands what is expected of them and the standards, processes and procedures that they are expected to adhere to Conduct performance reviews and one-to-one meetings in accordance with established performance management frameworks to identify development needs Enthusiastic, creative team player with strong problem solving and organizational skills.

Responsibilities:

- Experience on fetching profiles by using portals like Dice, Monster, Linkedin and some other free portals and good experience on Boolean search.
- Responsible for handling the entire recruiting cycle such as sourcing, screening, contacting, confirming, interviewing, and placing the qualified consultant.
- In-depth understanding of technology skills and ability to map them to business requirements.
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- Scheduling the interviews and follow up the candidates.
- Involved in Salary negotiation. Good knowledge on different Visa status dealing with consultants on H1B, GC, CITIZEN and EAD etc. Negotiating the rates on Contract, Contract to hire basis.

Professionals Recruited: MS Outlook, MS Excel, MS Word, MS Power Point, Browsing, Resume Portals (DICE, Monster and some other free portals), Provisional websites (LinkedIn), Screening Tools, Sourcing Mapping. Candidate Mapping.

Duration: (September-2013 to September-2015)   (2 years)
Company: Miracle Software Systems. Inc, Visakhapatnam, AP
Role: -Sourcing Specialist

Job Description:

Miracle Software Systems, Inc. is always interested in hiring the Best consultants in the SOA Connectivity & Integration, B2B (Gentran, Sterling GIS, WTX) technologies. Miracle Software Systems, Inc is a Premier Partner of IBM specializing on SOA / BPM / B2B Technologies. We have been a National Implementation Partner of SAP for the last Decade

I am responsible for the Talent Acquisition, specializing in the area of EAI technology. I believe there is much for me to absorb and fertilise my hunger of ambition to learn.

Responsibilities:
- Proven ability to source, select and secure top-notch candidates for multiple concurrent positionsS
- Demonstrated ability in conducting trainings and presentations for new hires.
- Cultivated strong partnership within key hiring groups and senior leadership that resulted in successful candidate resourcing strategies, interview strategies and techniques.
- Strong experience and proficiency in E-Recruiting, Multiple location recruiting, Application tracking system, Web-based Sourcing/Recruitment, building referral Networks, Virtual Team Management, Behavioural Interviewing, Diversity hiring and HRIS systems and strategies.
- Sourced, interviewed and hired qualified candidates from college recruiting groups for the client.
- Extensive experience in contract negotiation and compliance.
- Organizing, planning, and prioritizing work such as developing specific goals and plans to prioritize, organize, and accomplishing it.

Professionals Recruited: EAI Practice, MS Outlook, MS Excel, MS Word, Browsing, Resume Portals (DICE, Monster and TechFetch), Provisional websites (LinkedIn), Screening Tools, Sourcing Mapping.

ACADEMIC QUALIFICATIONS
- MBA (Master's Program in Business Administration) from Miracle School of Management, Vizianagaram-2013.
- Graduation in B.Sc. (M.E. Cs) from Gayatri Vidya Parishad Degree College-2010.
- Intermediate with M.P.C from Narayana Junior College-2007.
- SSC from Sri Shaanti Niketan Convent-2005.

TECHNICAL EXPOSURE
- Microsoft Office Package (MS Word, Power Point, Excel)
- Computer Hardware and Networking
- Basic knowledge on UI Designing (Adobe Photoshop, HTML and CSS)

Education and Professional Certification: -
- Certification in National Level Management Students Meet,
- Certified in MCSE 2003(Microsoft certified systems Engineer)
- A+ Certified in Hardware and Networking
- Certificate of participation in Windows-7 (Microsoft GOLD certified).
- NIIT certified in IT-WIN (computer Basis, MS-Office and Internet).

DECLARATION

The above statements are true to the best of my knowledge and belief.

Date:

Place: Visakhapatnam   (KARTHEEK)