**(“Experience is not what happens to you. It is what you do with what happens to you.”)**

**Summary:**

* Around 8 years of experience in Technical Recruiting with a proven track record in IT consulting with achievements.
* I have over 7 years of experience in US,Canada and 2+UK/APAC/Domestic IT recruiting
* I have negotiated with the consultants on different contract terms like Corp to Corp,1099 and Fulltime OR Contract-W2(US tax Terms),Paye,NI and C2C(UK/EU).
* Successfully hired candidates on Contract to hire/full time or permanent /Contract role as per the client/organaztion needs.
* Extremely adept in the use of referral recruiting, creative sourcing techniques, and automated systems for applicant tracking and resume retrieval including, but not limited to Monster, Dice.com, careerbuilder.com,Techfetch.com,Networking Sites,Indeed,The ladders, Linkedin,Twitter,Facebook etc.
* Highly motivated, performance driven professional with a strong work ethic and a no excuses approach to recruiting challenges
* Generate a high quality pipeline of candidates under very tight time-lines.
* Proven track record of success sourcing active and passive technical candidates.
* Using internet Recruitment sourcing Strategy skills (e.g. Internet, networking, cold calling, business partners, company database, etc.) to attract the best available talent.
* Maximize candidate sources through alumni groups, mining job boards, networking, and targeted research etc
* Sourced candidates through my existing contacts, advertising campaigns, and direct recruiting. And Proven understanding of Recruiting and sourcing concepts
* Possessed excellent interpersonal, organizational, and communication skills, and had
* proven to be goal-oriented, diligent and resourceful. Believe in hands-on approach to
* managing initiatives and individual contributions and team developments also.
* Proactively managed the intake/hiring process in a timely and efficient manner. This
* includes developing recruitment strategies, prescreening candidates, understanding client
* needs, utilizing effective advertisements, managing the applicant flow; resume mining,
* proper resume analysis/matching, and interviewing candidates.
* Used the proven recruiting, technical background to identify key talent in the marketplace and managed the full life cycle of the recruiting process, based on changing priorities and
* client needs.
* More strongly strategize with teammates to accomplish monthly business growth goals and provided back-up support to teammates as needed.
* Good Observation in the present market trends and working towards the growing number of jobs in fields of IT and other Industries and contributes to the business development.
* Responsible for maintaining commitments in a timely manner and resolving issues

promptly.

* Ability to put in long hours in the recruitment phase.
* Internet sourcing, technical knowledge and solid technical approaching skills.
* **Highly self motivated to handle multi tasking jobs.**
* **Proven understanding of Recruiting and sourcing concepts.**
* Ability to work independently as well as part of a team.
* Service offerings and follow-up on closing new business and Placement / Recruiting of candidates, negotiating rates and agreements and closing the opportunities and resolving issues during the employees’ assignments.
* Builds strong relationships with prospective consultants.
* Acted as Recruitment Co-coordinator for Walikn interviews conducted by Various IT

MNC companies.

* Good contacts in Recruitment industry and clear understanding of Business, Software

and Hardware requirements.

* Used innovative ways to source candidates that include Internet searches, database,

searching, advertising and sourcing.

**SOURCING TECHNIQUES**  
  
LinkedIn,Boolean String Search,Facebook,Headhunting / Direct sourcing, Referrals through Networking and etc.

**ATS EXPERIENCE**

JobDiva,Bullhorn,Smartrecruiters and etc.

**VMS:**

SAP fieldglass,Beeline etc.

**Certifications:**

AWS Level 1(Techmahindra internal)

Cassandra Level 1(Techmahindra internal)

Digital 101

Digital 201

**Awards:**

Received best employee award in Techleap systems**.**

Received employee of the month at Kanand Corp

Received “SPOT” Award on May 2020 at Tech Mahindra

Received “Bravo” Award on Mar 2020 at Tech Mahindra.

Received “Pat on Back” Award on Feb 2020 at Tech Mahindra.

Received “Bravo” Award on Sep 2019 at Tech Mahindra.

Received “Bravp” Award on Jun 2019 at Tech Mahindra.

Received “Bravo” Award on Mar 2019 at Tech Mahindra.

Received “Bravo” Award on Dec 2018 at Tech Mahindra.

Received “Pat on Back” Award on Feb 2018 at Tech Mahindra.

**PROFESSIONAL EXPERIENCE:**

**1) Techmahindra India Pvt. LTD May 2017-Aug 2020**

**Business Associate(Sr. Recruiter-TAG) Location:Hitech City,Hyderabad**

**Roles & Responsibilities:**

* Process Management & Mapping ,Client Relationship Management, Hiring Workflow Management  
  Managing and monitoring hiring processes End to End Recruitment Cycle with overall functioning, identifying improvement areas and implementing measures to maximize output levels in quantity and quality of hires.
* Proven success sourcing and recruiting in a high volume Product and Services environment.  
  An astute Associate Consultant with experience in Human Resource Management; Recruitment, Resourcing & Development.
* The responsibilities include but are not limited to Candidate hiring, Business Development, and Anchoring Clients, Provide Staffing solutions & Ideating and implementing strategic Processes.
* Provide Manpower-services to Clients in Aerospace & Engineering,BFSI, Retail, Telecom, ITES & other Service Sectors across locations.
* Mobilizing human resources through various means such as Job Portals, Headhunting. Advertising, References and Existing databank.
* Demonstrated skill with Talent Acquisition technology such as applicant tracking systems(ATS), etc.
* Identify qualified candidates & contact them checking their available for Job-opportunities.
* Provide an End-to-End solution for Talent acquisition for both Entry-level & Senior-level placements.
* Publishing vacancies on the Internet and Social networks as per the responses received from

prospects considering them for the available requirements.

* Deploying appropriate sourcing methodologies to source right candidates for the given requirement in the right time. Screening and Scrutinizing the Resumes Accordingly.
* Pre Interview Screening through telephone to check the Candidates Working Attitude, Cultural

fit, Spirit as a Team Player, Communication Skills, Dependabilityand Skill Sets.

* Schedule interviews as per the clients request by co-ordinating with Candidates and the Client in terms of arranging interviews.
* Collecting feedback from the Client and advising the candidates about the same for better results.

Organizing and coordinating the walk in interview and Follow-up till the final rounds.

* Continuously coordinating with hiring mangers regarding follow-ups and for hiring

process.

* Coordinate with Resource till and after joining.
* Possess an in-depth understanding of several cutting-edge technologies and their commercial applications.
* Handling salary negotiation, salary closure, issuance of offer letters and follow up with candidates for their DOJ.
* Received appreciation mails from clients for sending best resource profiles with time Management.
* Invovled in reference/back ground checks.
* Preparation of (daily, weekly, monthly) reports.
* Keen communicator with the ability to relate to people across all hierarchical levels in the organization

**2) C2S Technologies**

**Time Frame:Dec 2016-May 2017**

**Team Lead Location:Madhapur,Hyderabad**

* Process Management & Mapping ,Client Relationship Management, Hiring Workflow Management  
  Managing and monitoring hiring processes End to End Recruitment Cycle with overall functioning, identifying improvement areas and implementing measures to maximize output levels in quantity and quality of hires.
* Technology - Hiring for niche Technologies.
* End to end recruitments in a fiercely competitive & niche market segment.
* Vendor Management, Client Management, and Metrics (Offer Acceptance Rate, Cost per Hire, Average time to select / deploy / join
* Managing sourcing and hiring cycle through job portals, consultants, advertising responses, employee referrals,social networking sites, various campaigns, campus and new channels like RPO in addition to other branding initiatives.
* Salary Arbitration: Negotiating salaries, generating offer letters and routing the post offer documentation, MIS reporting, organizing induction programs for the new joiners, Warm up calls to resources & managing the entire requisition cycle till effective closure
* Creating & implementing workflows to facilitate structured support to key deliverables – numbers, time and cost involved to hire
* Strategizing and planning for the fulfillment of open requirements at all levels.
* Recruiting highly skilled IT and IT Infrastructure professionals at various levels.
* Involved in contractor staffing through various Tier 1 and Tier 2 vendors in Market.
* Maintaining the recruitment database by tracking all resumes sourced, screened, scheduled and interviewed
* Generate weekly reports on Joiners, Offer declines, Vendor & Employee referral payments, Attritions analysis and Cost per hire

**3) Kanand Corporation**

**Time Frame: June 2015 – Dec 2016**

**Location: Viman nagar,Pune.**

**IT- Lead Recruiter…IT Staffing & Recruiting Industry**

**Professional Experience in Recruiting Industry:**

**Lead TAG consultant**

* Served as an experienced TA & responsible for organization's recruiting program for Junior to Leadership Hiring.
* Having experience leading of 5-10 members.
* Hiring Professionals for Top MNCs - Product Based, Service oriented and consulting companies.  
  Managed clients like Wellsfargo, Bank of America, Airbus,Honeywell, Infosys, Capgemini,Cognizent,Accenture, Deliotte and Valtech etc.
* Involved in the complete recruitment life-cycle (Spocing/ Validating /Bulk hiring/Sourcing/Scheduling / Regular Follow Ups / Negotiations / Getting Billing Details/ Invoice Creation / Payment Follow Ups)
* End-to-end responsibility of fulfilling manpower requirements of multiple clients.
* Understanding the requirements & consolidating the recruitment needs from various clients.
* Managing potential IT clients like IT(Banking & Consulting )
* Coordinating with the clients / client interaction.
* Sourcing of relevant profiles for the given requirement through various sources like references. (Internal & external)
* Passive candidate sourcing through References, Head Hunting and Professional websites like LinkedIn.
* Job Portals like Naukri, Monster,Dice,Career Builder, Indeed,Techfetch and etc.
* Primarily focus on End to End Recruitment, Vendor Management and Employee Engagement activities as a part of daily routine.
* Working with business leaders to gather and compile hiring needs. Focus on demand management and supply planning expertise.
* Implementing the annual hiring plan and recruiting strategies that support the organization's functions.
* HR discussion for the short listed candidates-Negotiating and fixing the Compensation and Benefits and initiating the approval.
* Developed an effective pipeline of key talent available for immediate hire as succession planning needs.
* Ensuring speedy resolution of queries & grievances to maximize client satisfaction levels
* Interact with the hiring managers and delivery heads to analyze their satisfaction levels and improve the quality of resources.
* Enhancing the firm's visibility and reputation at target competitors.
* Being a strategic advisor to the business to ascertain hiring requirements.
* Directing sourcing and pipeline management to meet the current and future hiring demands.
* Owning and managing the entire recruiting cycle from Sourcing to on-boarding.
* Developing recruitment strategies using various sourcing techniques, interviewing candidates.
* Ensuring smooth hiring experience for hiring managers at every stage of Recruiting Life Cycle as well as ensuring a better candidate experience
* Specific market intelligence search for a super skill set.
* Conducting HR screening with the candidates and sending the shortlisted profiles to the clients.  
  Responsible for end-to-end MIS for all activities & communication of the same to various clients.  
  Updating the Client and Candidate Mandate Trackers
* Maintaining the Consolidated data of the Candidate and the Client details in Dashboard
* Meeting the given targets Individual / SPOC Wise
* Maintaining a good rapport with the Candidate and Client

**4) Techleap Systems Inc**

**Techincal Recruiter/HR Recruiter Time Frame: Aug 2012 – June 2015**

**Location: Banajara hills, Hyderabad**

* As a Technical Recruiter searching resumes related to IT on Internet and Job portals.
* Involved in end to end Recruitment, MIS & On boarding process
* Single Point of Contact for SI (Systems Integration) hiring for Onsite/Offshore locations
* Handling requirement of Service Based firms requirements.
* Work closely with the respective technology group to ensure timely closure of requirements.  
  Involved in thorough document verification and ensured right and genuine resources placed.
* Always placed resources with zero cost of hire.
* Sound knowledge and experience in Headhunting. Encouraged referral profiles among internal and external candidates

**EDUCATION QUALIFICATIONS:**

Pursued B.TECH in VBIT College Hyderabad,2006-2010.

**RECRUITING EXPERTISE IN:**  
  
**Healthcare:** HL7 and etc.

**Retail:** Logistics ,Supply Chain,Procurement,Buyers,StoreManagers,Warehouse,Distribution and etc.

**Consulting**: Management Consultants ,Principal Consultants ,Subject Matter Expert ,Financial Transformation Consultant, Organizational Change Management (OCM) Specialist  
  
**Executive**: IT Managers ,CFO, CTO and Vice President

**Technology:**

**Java Technologies:** Java, J2ee, JSPs, Servlets, EJB, Struts, Swings.

**IBM Technologies:** (Web sphere, Lotus Notes, Visual Age for Java).

**Networking:** CCIE’s, CCNA’s, CCNP’s, Architects, Engineers and Administrators.

**ERP :** SAP ERP,Oracle Apps,Netsuite ERP, Microsoft Dynamics ERP,Peoplesoft and etc**.**

**CRM Tools:** Salesforce,SugarCRM,Dynamics CRM and other CRM tools..

**Ecommerce Tools:** WCS (WebSphere Commerce Suite), Hybris,Netsuite,Oracle ATG(Art Technology Group) and etc..

**Other skill sets worked on :**PDM,PLM,Vendovo,Archer,Security(GRC),Oracle Database Developers, Oracle Applications, Project managers, Technical Writers, Quality Assurance Test Engineers, COBOL, DB2, C,C++,UNIX, Linux Red Hat, Sun Solaris, Win9x/2k/2k3, TCP/IP,SAS,Developers and Administrators, Data warehousing (Business objects, ETL, Ab-Initio,Informatica, Cognos),DBA, SQL Server DBA and UNIX Administrators.Windows (all versions) .Net (C, VB.net, ASP.Net, and SQL Server),Guidewire, UNIX, Solaris, Linux,Oracle (PL/SQL).

**Non-IT**:Electrical Engineer,Manufacturing Technician**,**Quality Technician Analytical chemists,Lab Tech,Technicians,AutoCAD Engineer,Desktop Support,Help Desk,Customer Care Excutive,System Admin and other etc.

**Others**: Financial Analyst , Engineers ,Administrative ,Banking, Investment & Wealth Management Professionals

**TECHNICAL SKILLS**  
  
Advanced Excel, Word & Powerpoint.

**Personal Profile:**

Full Name : Naveen Kumar Sriram

Address : G3,Tejaswini appartments

Prashanth Nagar,Road no:3

Medipally, Peerzadhiguda.

Gender : Male

Marital Status : Married

Languages known : English, Hindi and Telugu,

**DECLARATION:**

**I’m Naveen Kumar S hereby declare that the information furnished above is the best of my**

**knowledge and belief.**

**Date:**

**Place: NAVEEN KUMAR S**