**Saamaja Andem**

**Samandem4@gmail.com**

**+91-8688393873**

**Career Objective:** Aspiring for a job in a growth Oriented organization, where my recruiting experience and organization skills can be used for making a positive contribution in the Operations Department by putting in maximum efforts.

**Summary:**

* Over all 2.5 years of Recruitment experience as an IT Recruiter with staffing and software companies.
* Hands on experience with job sites such as Monster, Dice, Career Builder.
* Experience in Tax Terms – 1099/w2/ C2C
* Have good experience working in IT industries requirements.
* Work extensively with MS Office tools like Word, Excel, and Outlook
* Worked on Recruiting H1B Consultants, Green card Holders & US Citizens for Client Requirements & Vendor Requirements.
* Excellent Interpersonal, Convincing, Rate Negotiation, Analytical &Problem-solving Skills.
* Ability to make sound business decisions
* Excellent Written & Verbal Communication Skills.

**PROFESSIONAL EXPERIENCE:**

**Nexwave Talented Management Solutions Oct 25th 2019 to Present**

**Role: Sr. Technical Recruiter**

**RESPONSIBILITES:**

* Good Experience using job portals; Dice, Monster, Career Builder, LinkedIn, Indeed, Internet Search, Boolean strings search, and Zip Recruiter.
* Good understanding of US working visas like H1B, EAD, GC, and Citizen.
* Involved in negotiating pay rates with direct W-2, 1099 consultants, while continuously keeping fair market value.
* Recruited Candidates Nationwide for multiple clients: JPMC, FEDEX, American Airlines, Bank Of West, Wells Fargo and DXC
* Understanding the client requirements, coordinating for short listing and screening including preliminary interview of the candidates.
* Dealing with consultants on H1B, GC, TN and CITIZENS.
* Negotiating the rates on Contract, Contract to hire basis.

**United Software Group Inc April 2nd 2019 to Sep 30th 2019**

**Role: Sr. Technical Recruiter**

**RESPONSIBILITIES:**

* Involved with full life cycle recruitment and placement of IT professionals.
* Recruited Candidates Nationwide for Multiple Clients: Apple Inc, Selective Insurance, Bank of America and Ford
* Get requirements from US IT staffing companies within all the locations across USA.
* Good Experience using job portals; Dice, Monster, Career Builder, LinkedIn, Indeed, Techfetch, Internet Search, Boolean strings search.
* Good understanding of US working visas like H1B, EAD, GC, and Citizen.
* Involved in negotiating pay rates with direct W-2, 1099 consultants, while continuously keeping fair market value.
* Effectively recruited candidates through Internet research, internal database, referrals, and other strategies.
* Understanding the client requirements, coordinating for short listing and screening including preliminary interview of the candidates.
* Dealing with consultants on H1B, GC and CITIZENS, etc.
* Negotiating the rates on Contract, Contract to hire basis.
* Fetching H1B visa candidates and placing them on company’s W2

**Mudrasys Inc, Hyderabad Dec 2017 to March 2019**

**Role: IT Recruiter**

**RESPONSIBILITIES:**

* My prime responsibilities include sourcing, interviewing and hiring of IT professionals for multiple projects and assignments in the IT services industry.
* I am involved in creating and managing a candidate network and queue with a wide variety of IT skills.
* Good communication skills, people networking abilities, a good deal of aggression and customer orientation skills were key my success in the job.
* Maintained an efficient database, with the help of which I could successfully deliver right IT people in right time.
* Establish and manage relationships with recruitment vendors and third party agencies
* While screening the suitable candidates for the job requirements, I have used various IT job portals like Monster, Career builder, dice etc.
* I have negotiated with the consultants on different contract terms like Corp to Corp, 1099 and W2.

**EDUCATION: Bachelor’s in Computer Science from Vaagdevi Engineering College in 2016.**

**PERSONAL DETAILS:**

Name : Saamaja Andem

Father’s Name : Srinivas Andem

Date of Birth : 01 April 1994

Pan No : DESPA4053L

Sex : Female

Marital Status : Single

Hobbies : Dancing, Reading Books

Languages Known : English, Hindi and Telugu

Nationality : Indian

**DECLARATION:**

I hereby affirm that all the foregoing information is correct to the best of my knowledge and belief.

**Place: Hyderabad.**

**Date:**

 **(Saamaja Andem)**