**Satyam Kuncha**

**kuncha.satyam@gmail.com**

**765-901-7777 ©**

**Professional Summary:**

* 7 years of extensive experience in Full life cycle recruiting focused on IT & Non-IT recruitments.
* Extensive experience in recruiting across levels. Ability to communicate effectively with individuals from diverse backgrounds and from all levels of employment.
* Strong experience in recruiting high-volume technology roles in corporate environment and Staffing Agency.
* Strong ability in Partnering with senior leadership and hiring managers to identify staffing needs.
* Expert in Active & Passive sourcing using Social Networking sites, Google X-ray Search, Google Face Search, Google Custom search.
* Hands-on experience job boards such as Monster, Indeed, Naukri, Shine and LinkedIn.
* Good experience with different Application tracking systems (ATS) - Taleo, Avature, JobDiva.
* Strong experience in Boolean search & Google extensions such as Lusha, Hiretual, Improver, Rockreach etc.
* Knowledge on X-ray search tools
* Proven ability to work in a fast-paced environment and manage multiple tasks and projects simultaneously.
* Excellent interpersonal and communication skills.

**Technical Skills:**

* MS Office, Outlook, Word, Excel and Power-Point.

**Sourcing Tools & Techniques Experience:**

* Github
* Recruit’m
* Hiretual
* Google X-ray Search
* Social Media Recruiting
* Internet sourcing
* Internal Database sourcing
* Referral recruitment
* LinkedIn Recruiter sourcing

**Applicant Tracking System Tools (ATS) Experience:**

* Taleo
* Avature
* Salesforce
* JobDiva

**Job boards experience:**

* Indeed.com, Naukri, Shine
* Monster, Careerbuilder, Dice
* Linkedin Recruiter

**Professional Experience:**

**Organization    : Deloitte Support Service India Pvt Ltd.                                        October 2016 –February 2020**

Pay Roll On      : Deloitte Support Service India Pvt Ltd.

Designation       : Talent Acquisition

**Organization    : Deloitte Support Service India Pvt Ltd.(On Contract)            September 2014 – October 2016**

Pay Roll On      : Resource Square Solutions (P) Ltd.

Designation       : Talent Acquisition

**Roles and Responsibilities**:

* Performed Sourcing & screening of candidates from various active online job portals (LinkedIn, ATS and Deloitte Recruitment Management System RMS (Taleo) Mining).
* Scheduling Candidates interview with the technical panel, negotiating on remuneration/commercials & joining time to fit both organization & client's project demands respectively as required by the business.
* Handling recruitment process in the organization through Job Portals, Employee referral, Walk-Ins, internal resources and networking.
* Experience in running sourcing events conducted and Co-Hosted the Job Fair “Hackathons” Program across all Entities as required by the business.
* Responsible for profile screening, interviewing prospects via cold calling.
* Responsible for candidate out-reach via Outlook, through LinkedIn InMail Activity, Applicant Review support, candidate research, job board mining, Profile refresh, Building collateral, Virtual career fair support.
* Involved in PBH (profile base hiring) pilot project, market research, Talent market mapping & Internet mining.
* Sourcing candidates using LinkedIn recruiter & Indeed Premium accounts for Staffing needs.
* Expertise Active & Passive Sourcing using Social Networking sites, Google X-ray searches & Database Mining.
* Manage the candidate database using ATS (Applicant Tracking System) tools, Taleo & Avature, Salesforce
* Responsible for preliminary interview, briefing the prospective candidates about the organization as well as his/her identified roles & responsibilities.
* Working closely with stakeholders for understanding the Job requirement as per the specific demand.
* Trained and handled all the team members on all aspects managing people in L&D Learning and Development
* Maintained daily /weekly Utilization reports.
* 100% compliance on all HR/Practice/Organization related policies and procedures.

**Organization : Vortalsoft Inc. April 2013– September 2014**

**Designation : Technical Recruiter**

**Responsibilities**:

* Source candidates based upon client requirements for IT requisitions understand the client's requirements received from Account Manager.
* Conducting extensive searches through job sites, job postings, internal database and search engines, networking, goggling etc.
* Effectively used traditional sourcing methods, for the right profile from various online job portals from various online job portals (Monster, Dice, and Career Builder.
* Doing the first level of the technical screening of the consultants before submitting them for the requirements.
* Negotiate with the candidates on relocation & cost factors (on Tax terms either on W2 or 1099 or C2C).
* Interview and screen candidates to ensure that their skills and experience are directly in line with the clients’ needs and expectations.
* Finding applicants through hot lists, via bulk emailing to employers and vendor relationship
* Scheduling the interviews for the candidates and locking them on the given time.
* Keeping in constant touch with the consultants and giving timely feedback to them, helped me a lot in timely delivery of the consultants for the clients’ needs.
* Helped candidates to prepare for in-person and Telephonic Interviews and kept them in loop with latest updates from the client.
* Finding applicants through hot lists, via bulk emailing to employers and vendor relationship.

**Organization : US Tech Solutions Inc. February 2012– April 2013**

Designation : Technical Recruiter

**Responsibilities:**

* Source candidates based upon client requirements for IT requisitions understand the client's requirements received from Account Manager AVP, and Client portals (VMS) through networking sites.
* Searching for the right profile from APS Job Diva and various online job portals (Monster, Dice, Career Builder and Corp-Corp, Indeed).
* Negotiate with the candidates on relocation & cost factors (on Tax terms either on W2 or 1099 or C2C).
* Establishing contacts with different staffing companies for the consultants to serve the requirement needs.
* Scheduling the interviews for the candidates and locking them on the given time.
* Constant follow-up with Clients, AVP and Account Manager for the feedback.
* Ensured proper documentation.
* Establish and maintain a pipeline of candidates for future client needs
* Maintained daily /weekly status reports.
* Finding applicants through hot lists, via bulk emailing to employers and vendor relationship
* Trained new recruiters, Account Managers, AVP on all aspects of APS Job Diva and client portals (VMS).

**Education:**

* B. Com (Regulars) from St. Mary’s Centenary Degree College, Osmania University Secunderbad – Telangana
* Intermediate in CEC from Gotham Academy Secunderbad - Telangana
* SSC from Daffodil Model High School Thirumalgerry, Secunderabad – Telangana

**Personal Skills:**

* Good Communication Skills
* Hard Working
* Positive Attitude
* Goals Achieving
* Multitasker
* Relationship-building

**Personal Details:**

Name : Satyam Kuncha

Religion : Hindu

Nationality : Indian

Languages : English, Hindi & Telugu.

Hobbies : Playing Snookers and Cricket. Hanging out with friends.

Listening to music, Cooking, Watching T.V.

**Declaration:**

I, hereby declare that the details furnished above are correct to the best of my knowledge and I bear the responsibility for the accuracy of the details mentioned above

**Place:**
**Date: (Kuncha Satyam)**