 ***M. Pradeep Kumar***

***IND 8143803981/323-325-3012 USA***

***paddu.frankie@gmail.com***

***Career Objective:-***

I have an Experience of **11+ years** whichincludes **Operational/Active/Zonal Manager/Sales** and **Recruitments** in **US Staffing** and also in **BPO** as **Customer Care Executive** which effectively utilized my communication, organizational skills and experience which can be fully utilized while gaining new experiences and knowledge.

***Summary:-***

***2+Years of Experience as an Operations Manager in* US Staffing *Includes Managing Accounts /Training associates/Team Leads/Executives and Clients***

Around 9+**Yrs 3 months (Sales and Recruitment)** of industry Experience in IT Recruitments US staffing, sourcing through network, Head hunting, web sourcing, Referrals etc.

Good exposure towards **Vendor Management**

Fully conversant with the Software development life cycle process.

Familiar with the **RLC** (Recruitment Life Cycle)

Worked on requirements with Implementing Partners **CTS, Cap-Gemini, Mphasis, TCS, Wipro**

Worked with **Prime Vendors Robert Half Technologies, Strategic Staffing Solutions (S3), Staff mart, Appdevinc for US recruitments.**

Worked on requirements with clients **Good Technologies**, **Cardinal Health, Time Warner Cable**, **Samsung Electronics, Wells forgo etc,**

Worked on various technical requirements

Familiar using **(VMS)** Vendor Management System and **(MSP)** Managed Service Provider

Placed candidates for temporary positions in many fortunes.

Worked on **Corp** – **Corp**, **Full Time** and **W2** positions.

Expert in Rate Negotiation.

Recruited consultants for Client-industries such as: Pharmaceutical, Banking, Financial Services, Healthcare, Insurance, Telecom, Wireless, etc.

Working experience in Internet recruitment sites like **DICE, MONSTER, HOTJOBS, Career builder, and Job-Verities.**

Expert level knowledge and working experience of Vendor Management Systems for tracking candidate submission.

Expertise in marketing **H**-**1B** consultants profiles

Understand the Project requirements and specifications for various business processes and source according to company policies and Expectations.

Managing the data bank and other re-sourcing functions.

Interacted with costumers on daily basis in **BPO** and marketing industry

Quick Learner and self-motivator

***Skills:-***

Operating systems: WIN-98, WIN-2000, WIN-XP, WIN-Vista WIN-2008

Package: Accounting package

MS-Office 2003/2007/2008/2010

ERP: SAP SD/HCM

DB: SQL Server /SSRS

***Professional Experience:-***

***Worked as an Operational Manager with ARMY Group OF Companies/ EZ-Tek Inc/ Astral Technologies Inc since Jan 2017 to “Nov 2019”.***

***Working as Free-Lance with “PRADMAN Technologies” and “FocalOneSoft” since ‘Jan 20” to Present”***

Worked as a **Sr Sales Recruiter/Lead** for **Object Technologies Solutions India Pvt Ltd**, from “Feb 2015” to “Sep 2016”

Worked as a Sr Business Development **Manager/Active/Zonal Manager** for “**Neumeric Technologies Corp**” from ”June 2014 to Feb 2015”

Worked as Sr. Technical Recruiter/Lead with **“Neel Info Software Solutions Inc”** from “Sept 2012 to June 2014”

Worked as Sr. Sales Recruiter/Lead with **“ERP and ERP Corp”** from ”Oct 2011 to Sept 2012”

Worked as Sr. Marketing and Recruitment Specialist in “**CA Data Soft** Solutions” from “Feb 2011 to July 2011”

Worked as a Senior Technical recruiter with “**Sky High Tek Solutions” from “**April 2010 to Jan 2011”

Worked as a Technical recruiter with “**Info Vision Technologies Inc”** from “April 2009 to Mar 2010”

Worked as a Customer Care Executive with “**Aegis BPO”** from”Dec 2007 to Mar 2009”.

***Experience in Details:-***

**PRADMAN Technologies/FocalOneSoft *“Jan 20” to “Present”***

***Free-Lance***

***As a Sales Person working on marketing consultants profiles and also working on Client/ Implementation Requirements.***

***Preparing Consultants profiles***

***Educating consultants on the profile and technologies***

***Educating consultants about vendor requirements, calls, Interviews, Handling Technical Interviews, online Interview links and online tests.***

***Educating consultants on their trainings.***

[***Pradeep@pradmantech.com/mpradeep@focalonesoft.com***](mailto:Pradeep@pradmantech.com/mpradeep@focalonesoft.com) ***323-325-3012***

***ARMY Group of Companies/EZTek inc/Astral Technology Inc “Jan 2017 “ to “Nov 2019”***

***Operational Manager/Trainer***

***Responsibilities***

Managing the Sales team for Sourcing & Recruiting with various internet job boards such as Monster, Dice, Indeed, etc.Training Sales Executives and assign the concerned work   
Handling full cycle of Bench marketing activities to include; Posting Positions, Posting Resumes, Formatting the Resumes, Pre-screening & Interviewing candidates on telephone and arranging in person with hiring manager through the vendor company, obtaining leads and reference checking, Strong experience in US Recruitment Cycle (Contract , Contract to Hire , Permanent) and terminology (Tax Terms, Employment Status, Time Zones etc)Having good work proficiency of recruiting OPT, CPT and H1 candidates on Training and Placements.   
Dynamic, results-focused with comprehensive knowledge in Bench Sales / marketing professional with commitment to client service and creative recruitment and candidate, vendor relationship and management.   
Maintain and build relationship with new and existing clients and vendors and collect their staffing requirements and update the same in the company’s database.   
Monitor sales team with respect to their day to day activities and direct them towards success.

Managing applications for sending bulk Emails like Simple Cast, Merging mail.

Arranging Hotel accommodation to the consultants at the client place (In-person/Joining).

[***Pradeep.k@astraltechs.com***](mailto:Pradeep.k@astraltechs.com) ***270-495-0099 Reporting to Eshwar Chamarthi (Director of Operations)***

**Object Technology Solutions India “Feb 2015” to “Sep 2016”**

Sr. Technical Recruiter/Lead

**OTSI:-**OTSI is committed to positively influencing the local regions in which we work and live, as well as our global community. Under this Community and Social Responsibility Policy, we are committed to supporting and encouraging employees' personal and professional contributions to environmental, community and social initiatives to enhance the fabric of the locations in which we operate and the world at large. Our commitment is realized through the important programs described below.

***Responsibilities***

***Sales:-***

My responsibilities include preparation of Profiles for an OPT consultants

Co-coordinating with the Trainers on training an OPT’s (a particular consultant)

Gathering suitable requirements for the consultants

Allotting consultants profiles to the team members

Educating the consultants on vendor calls (how to handle)

Portals used for posting are Career Builder, Zip Recruiter, Tech-Fetch, Job-vertise,

Handling meeting when required

Preparation of day to day reports (Consultant trackers, submissions, vendor calls and client call information)

Worked Closely with Vendors Triple-I/Revolution Technologies/Rapid soft Technologies/

Compunnel systems.

Brought ***VMS contracts with Compunnel Systems/ Theme Soft/ Robert Half Technologies***

Marketed Tableau, Dot Net, SQL MSBI, SAP BO, SAP, Java, profiles

Closed Tableau Consultants for American Centurion and Equifax, Dot net with BBVA (Apex-Sys)

SQL SSIS with RH- Technologies, SAP BO with Wipro-T-Mobile.

[**pmannala@otsi-usa.com/pmannala@saigantech.com**](mailto:pmannala@otsi-usa.com/pmannala@saigantech.com) **(816-303-1301X133) reporting to Dan Reddy onsite/ Krishna Pal (HR) Offshore.**

**Neumeric Technologies Corp..,** **“June 2014” to “Feb 2015”**

Sr. Business Development Manager/Active Manager

**Neumeric Technologies Pvt. Ltd.** specializes in providing end-to-end solutions to the business needs with strong emphasis on Quality, Objective metrics, performance to price ratio and adherence to schedule. Neumeric has a strong focus on Product Development and Project execution which is manifested in our internal product lines.

***Responsibilities***

Sales/Talent Acquisition:-

Maintaining the team size of 7..,

Marketing the consultants profiles, posting-gathering-negotiating

Maintain the relation with vendors following up with them on daily bases for new positions on which they are working.

Educating the consultant with resume preparation.., Handling vendor calls.., Representing profiles as per the requirements.

My work also include watching out OPT recruiters.., training them how to post and handle calls with consultants..,

Getting H1B Transfer consultants, OPT.., F1-CPT consultants.., allotting the profiles to the team to Market

Posting requirements in portals MI-INDIA, DESI OPT, EK-NAZAR,

Active Manager/Zonal:-

Maintaining Daily/Weekly work Report individually

Handling the team of Sales (2), Talent Acquisitions (4), Sourcers, Recruiter (2) in the Branch

Allotting the concern work on day to day basis to the executives

Evaluating the work performance and educating the executive how to handle the situations.

Taking care of Documentations (RTR, MA, NCA/NSA, PO, LCA)

Sending Weekly Report to the COO/ CEO

Arranging Meetings and Conference Calls on Weekends.

Supporting for H1 Filing

Taking Care of Incentive information’s

[**Pradeepk@ntc-us.com**](mailto:Pradeepk@ntc-us.com)**(248-706-3537)** Reporting to Sagar (Zonal/Lead Manager (IND), Madhu (TA Manager (Onshore) and Meenu Paul (COO)

**Neel Info Inc,** **“Sep 2012” to “June 2014"**

**Sr. Technical Recruiter**

**Neel Info Inc,** is a software development company with owning itself as a client called mobile tummy with mobile applications and software development apart also with a consulting and Staffing firm..,

***Responsibilities***

***Sales:-***

Working on Consultants profiles, Gathering the requirements, check with the consultants, make them update as per the requirement, Speaking with the Vendor maintain good relation and co-ordination with them, supporting them with suitable profile, negotiating the rate, informing the scheduled interview time to the consultant, checking the consultants availability for interview scheduled, Seeing that the consultant attends the interview, checking with the feedback of the interview done by the client. Etc.

Worked closely with Prime vendors like Merchant Partners, Expert Networks, Corporate Brokers, V-Soft, and Shakti Solutions.

**Recruitments:-**

Working on requirement which I receive from my sourcing head

Working on positions for Implementation partners (Mphasis, Minacs, TCS, Tech-Mahindra) and Clients (Wells Forgo, AstraZeneca)

Worked on multiple requirements.

Excellent knowledge in using Portals like DICE, Tech-Fetch, Monster, Career Builder

Getting suitable profiles as per the requirement

Sourcing profiles from the market and Portals

General screening of consultant’s for their genuine experience

Negotiating the rate as per the comfort

Providing backup profiles

Giving time to time update as received from the Head

Generating the vendor database as well as Profile data base.

Had to appoint my own team and allot the requirements of our implementation partner’s Mphasis, TCS also Clients Wells forgo and AstraZeneca requirements to the team

[pradeepm@neelinfo.com HYPERLINK "mailto:/pradeep@techpmc.com"/pradeep@techpmc.com](mailto:pradeepm@neelinfo.com) **408-550-2874 X 51 Was Reporting to Mohan and Vijay Gutta Now to CEO Kishore Kethneni**

***ERP and ERP Corp* “Oct 2011” to “Sep 2012”**

**Sr. Sales Recruiter/Lead**

ERP and ERP Corp: It is SAP Implementation companies were it’s been separated into departments SAP, Staffing, Sales, Customer Care, Which of these departments are maintained by different professionals. It is an SAP Certified company having branches with in Australia, India, USA, UK, and German countries.

***Responsibilities:-***

***Sales:-***

Editing the profile of the consultant and speaking with him and grabbing the required information needed.

Gathering, browsing suitable requirements from the market, checking with the consultant and educating him regarding the position and also the process to handle interviews

Working on responsibilities like Posting, Appling, Submitting, Feedbacks, Updates for the submissions, PO signing, End to end work following up until the consultant joins the project.

Maintaining relationship with the vendors (vendor management) discussing about the new Client positions they are working on.

I worked mostly on SAP, QA, Java, profiles only (not many consultants with other technologies)

[**pradeep@erpanderp.com**](mailto:pradeep@erpanderp.com)**510-936-9363 Reported to Solomon (President) Srinivas Yalla (CEO)**

***CA Data Soft Solutions*  “Feb 2011” to “July 2011”**

**Senior Marketing and Recruitment Specialist (Remote)**

***CA Data Soft Solutions:*** We are a premier information technology firm based in California serving dynamic, growing business clients. Our consultants' abilities and experiences are reflected by a long list of successful project completions. We strive to provide our clients a unique opportunity that will help to remain in step with your competition by the coverage experience, expertise and structured methodologies improving your information technology based business solutions. If you need ultra-high quality and responsiveness from an Information Technology services and consulting firm, you have come to the right place.

**Responsibilities:-**

Sales:-

**Editing** the consultant profile and going through it thoroughly

Speaking to the consultant regarding his comfortability about his profile and asking him to update if needed.

Creating an **Gmail** account by the name of the consultant

Posting the resume on Job portals like **Dice, Corp-Corp, Monster, Net-Temps, Carrer Builder etc**

Posting the Consultants resumes on **Job Boards** like Dice, **Monster**, **and Career Builder**.

Coordinating with **Recruiter’s** / **Vendors** and Market the Consultants as per their requirements.

Coordinating with **Clients**/**Vendors** about their criteria and market my consultants as per their requirements (Edit resumes if required).

Coordinating with Consultants whether comfortable with the **Job Roles** / **Location** and **Project Duration** Etc.,

Utilized full-life-cycle recruiting methodologies; which included sourcing, marketing and extending offers to candidates

Executed Marketing opportunities to perspective employees/employers

Marketed consultants with Skill sets like **SAS, SAN, SAP FICO, SQL Server BI, VM Ware, SharePoint** for this present company.

[***pradeep@cadatasoft.com***](mailto:pradeep@cadatasoft.com)***510-868-5082 Reported to Dhron and Harsha (CEO)***

***Laysis Tech/ Sky High Tek Solutions* “April 2010” to “Dec 2010”**

***Sr. Recruiter***

**Sky High Tek Solutions:** Sky High Tek Solutions Inc., are fast emerging as one of the leading information technology service providers. We provide complete consulting solutions and staff recruiting solutions for various organizations. We never let down our clients and we stand out as one of the best executive firms, consistently performing on-time services.

**Responsibilities:-**

Recruitments:-

Gathering requirements from Business partners

Sourcing candidates as per the specification of clients from different sources like **dice**, **monster**, **networking**, **headhunting**, **Job posting**, **References**.

Screening and short-listing the candidates in accordance to the requirement.

Co-ordination with consultants and business partners

Follow up the clients for interview scheduling and also follow up the candidate till joining.

Following up with consultants for joining formalities once they are been assigned for project.

[**Pradeep@skyhightek.com**](mailto:Pradeep@skyhightek.com) **Reported to Uday and CEO Srinivas (TANA Secretary, CA)**

***Info vision Technologies Inc* “Apr 2009” to “Mar 2010”**

***Technical Recruiter***

***Info-vision Technologies Inc.*:** It is a one-stop shop for all the Information Technology Consulting and Software Development Outsourcing requirements. It has been successful in providing "best-in-class" IT Staffing Services and Offshore Services to business and corporations around the world. Its vast experience in handling international businesses, a mature offshore development process and a well-established solution delivery model make us our clients favored solution provider.

**Responsibilities:-**

**Sales:-**

Posting the Consultants profiles on **Job Boards** like **Dice**, **Monster**, **and Career Builder** etc.

Coordinating with Recruiter’s / Vendors and Market the Consultants as per their requirements.

Coordinating with **Clients**/**Vendors** about their criteria and market my consultants as per their requirements.

Coordinating with Consultants whether he is comfortable with the **Job Roles** / **Location** and **Project** Duration Etc.,

Utilized full-life-cycle recruiting methodologies; which included sourcing, marketing and extending offers to candidates

Achieved **Sales**/**Marketing** of retained/bench consultants to new and existing client

Executed Marketing opportunities to perspective **employees**/**employers**

**Recruitments:-**

Involved in getting Requirements from vendors

Work on multiple requirements.

Involved in keeping track of candidate for future references in the data bank.

Responsible for negotiations and salary closures

Maintaining **Database** of updated Consultants

Devising recruitment strategies and identifying potential resource pool in terms of numbers and skill set.

Manage recruiting functions including searches for candidates, phone screens, scheduling interviews.

Generating database through head hunting, referrals, Job Portals and follow-ups, as a recruiter identify, screen, evaluate and match qualified candidates to specific job orders, screening applicants and conducting preliminary interviews & follow up with candidates for revalidation and requirements.

Initial technical screening of candidates and gathering knowledge on IT concepts and latest trends

[**pradeep@itincus.com**](mailto:pradeep@itincus.com)**732-798-3130 Reported to Manaswi and Krishna Lakkamsani**

***Ages BPO “*Dec 2007” to “Mar 2009”**

***Customer Care Executive***

**Ages:** Ages is leading BPO for domestic customer care and MNC. It has various branches across India with reputed client service. I worked for IDEA Cellular Customer Care

**Responsibilities:-**

Handling the calls of customers in solving Queries and complaints

Maintaining Quality standards as per client requirement

Managing team and reports in absence of team leader

Escalating issues to the concern department to resolve the problem with in TAT (Turn-around Time)

Promoted to Y-repeat desk with in 3months of joining

Used Oracle Applications like VAS, RBT, I-Quarry,

***Education Qualifications:-***

MBA from Sikkim Manipal University (Distant Education)

B.Com, From Vishwa Bharathi Degree College affiliated to Osmania University

Intermediate (C.E.C) from NIOS, Sri Sri Jr. college Hyd.

S.S.C from Board of Secondary Education, Jyothi Vidhyalaya High School

***Personal Profile:-***

Father’s Name : M. Sree Ramulu (Late)

Date of Birth : 20 Feb 1981

Gender : Male

Marital Status : Single

Religion : Hindu

Nationality : Indian

Languages Known : English, Telugu, and Hindi.

Address : EWS-1129, 3rd. Phase, KPHB, Kukatpally, HYD

***Declaration:-***

**I declare that the information furnished above is true, complete and correct to the best of my knowledge and belief.**

Place:

Date: (M. Pradeep Kumar)