**RAJU MANDAL**

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**Professional Summary:**

* Overall 6+ years of working experience as a Sr. Technical Recruiter with experience in Contract, Contract to Hire and Full Time position.
* Strong hands-on experience in Recruitment, screening resumes, screening candidates, conducting initial round of interviews to understand the consultant better, Obtaining References, Obtaining Visa Copies and giving the best hires for clients.
* Experience working with Direct Clients: Lyft, Natera, Tesla, Lumileds, Wells Fargo, Fannie Mae/Freddie Mac and implementation partners like Infosys, Syntel, Wipro, Cognizant, Mphasis, Tech Mahindra, NTT Data, Birlasoft and Ness Technologies
* Work directly with hiring managers to select the best possible fit for each position.
* Responsible for posting and maintaining all position on several websites.
* Extensive experience in sourcing candidates through Social Networking, Third Party Vendors, Google Groups and Job Portals.
* Well organized, strong work ethics and willingness to work hard to achieve objectives.
* Ability to interface and maintain good working relationships with individuals at all levels.
* Worked with US Citizen, Green Card, EAD, H1B, TN Visa, E3, L2 Job seekers.
* Well versed in US Tax terms (C2C, W2 & 1099)

**Education:**

Berhampur University, Bachelor of Commerce, 2006

**Work Experience:**

**Aroha Technologies, Hyderabad Aug 17 - Present**

**Sr. IT Recruiter**

* Majorly worked with Implementation partner Tech Mahindra and Direct Client Lyft and Natera.
* Responsible for full life cycle recruitment of contract and permanent roles.
* Responsible for all aspects of the direct hire recruitment process to satisfy clients hiring needs, including sourcing, identifying, qualifying, and screening potential candidates
* Conducted and coordinated reference checks and background checks for all candidates.
* Mostly worked with the consultant’s like US Citizen, Green Card, EAD, TN and H1B
* Posting the various job requirements in Job Portals & Social Networking sites,
* Follow up with consultants before interview and after interview.

**MSR Cosmos, Hyderabad Feb 17 – Aug 17**

**Sr. IT Recruiter**

* Majorly worked with Implementation partner Tech Mahindra, Birlasoft and Ness Technologies.
* Involved in initial sourcing and qualification of potential candidates, coordination of phone/in-person screens.
* Checking the credentials of consultants like technical knowledge, communication skills, visa status, rate negotiations and taking professional references etc.
* Recruited for all levels of candidates, from Developers to Project Managers.
* Sourcing channel utilization- extracting the new resumes posted on the various job portals like: Dice.com, Monster.com, and Careerbuilder.com.
* US Recruitments – H1, GC, Citizens, Contract, Full Time, Contract to Hire, W2, Corp-corp, 1099
* Negotiating with the potential candidates, bringing them on board successfully.
* Searching consultants on the client’s requirements through existing database, Job Portals, Postings, Vendors
* Screening of consultants to ensure that they meet client’s requirement and preparing consultants for the interviews
* Weekly and monthly reporting to management for recruitment activities.

**WinWire Technologies, Hyderabad May 16 – Feb 17**

**Sr. Technical Recruiter**

* As a Senior Recruiter, Independently handle the entire recruitment process from understanding the requirement, sourcing, screening, target hunting, and initial interviewing to final placement.
* Majorly worked with direct clients/Implementation partner like Tesla, Lumileds, Wells Fargo, Cognizant and for some requisitions with Tech Mahindra, Mphasis.
* Having strong hands on experience in US Recruitment, Tax terms Such as W-2, 1099 and Corp-Corp.
* Mostly worked with the consultant’s like US Citizen, Green Card, EAD, TN and H1B.
* Maintaining report of candidates
* Sourcing profiles through Job portals (viz. Dice, Monster.com, Career Builder), IT Contract, Ladders), LinkedIn, Google groups, database, personal reference and network.
* Screening & short-listing of resumes scheduling interview,
* Effectively negotiated pay rates with candidates for contract, Contract-Hire and permanent positions
* Maintaining report of candidates

**Tekskills Inc., Hyderabad Aug 14 – May 16**

**Technical Recruiter**

* Responsible to execute full Recruitment processes from sourcing the resumes till close respective requisition.
* Working directly with account Managers to understand their requirements and to provide suitable profiles / consultants accordingly.
* Majorly worked with Implementation partner like Infosys and for some requisitions with Tech Mahindra, Wipro.
* Sourcing and screening candidates from various recruiting sources Internal Database, 3rd Party Vendors, Job Portals (viz. Dice, Monster.com, TechFetch, IT Contract, Ladders) and Mass mailing tool: ProHires.
* Involved in calling the candidates, negotiating the pay rate provided according to the client and closing the candidates on right time.
* Negotiate rates for consultants on CTC with Vendors. Making weekly reports on the interviews conducted for the consultants and also on the new candidates sourced on W2, CTC, and GC / US CITIZENS.
* Full life cycle recruiting and sourcing of candidates from beginning to end, managing and setting up interview.
* Responsible for conducting phone screens, interviews, reference checks.
* Track and report recruitment metrics to management.
* Scheduled interviews and performed all pre-employment screening for candidates.