SHRAVAN MANTHENA

**US RECRUITER | SOURCER**

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**CONTACT**

8143781481

Shravan.kumar@live.in

Hyderabad. INDIA

https://bit.ly/2ZAZope

**EDUCATION**

**SSC**

**SIDDARTHA HIGH SCHOOL - KARIMNAGAR**

**Intermediate**

**KAKATIYA JR COLLEGE- HYD**

**Degree**

**SIDDARTHA DEGREE COLLEGE-2020**

**SKILlS**

* **SOCIAL MEDIA**
* **Multitasking skills**
* **Time management skills**
* **SOURCING**

123-456-7890

youremail@gmail.com

City, State

Linkedin.com/username

**PROFILE**

I was started my career during graduation first year, I do have rich experience on sourcing & recruiting.

I’m a self-motivated, Sourcer/ Recruiter with two years of sourcing experience, specializing in LinkedIn search.

**PROFESSIONAL EXPERIENCE**

**Recruiter | Sourcer April -2019 - Till**  
 **PTW - POLE TO WIN**

•Maintaining the Pool (Canada, USA, UK, (Global Studios)   
• Data Management – Workable  
• Manage all phone and onsite interview coordination and management.  
• Developing and maintaining robust candidate talent pools through online research, social media and traditional sourcing methods  
• Reports to US Talent Acquisition managers  
• Pre-qualify potential candidates to determine their qualifications through interviewing  
• Available to coordinate/communicate with the US recruiters during US working hours as needed  
• Ensure the adequate number of qualified candidates are submitted for all assigned open roles within the agreed timelines.  
• Identify channels to source and recruit diverse candidates and build pipelines of suitable profiles to recruit across different levels in the business.  
• Develop, execute, and monitor online candidate search campaigns using a variety of internet search engines as a delivery vehicle for producing quality candidates.

**Us Recruiter June -2017- April -2019**  
**AKSHAYA-INC**

•Analyze Clients information to determine matches between candidates and job openings  
• Sourcing profiles from various jobs portal (Dice, Monster, LinkedIn, handshake) Other Etc.  
• I Have Solid experience on LinkedIn Pulling out profiles! And Screening as well!  
• Collaborate with recruiting team and develop targeted sourcing and recruiting strategies with hiring managers  
• Daily Reporting to the Team Leaders, Directors  
• Call, screen and attract prospective candidates on taking the first step toward discovering the careers we have to offer the industry's top talent  
• Experience in TAX terms 1099/W2/C2C/C2H  
• Knowledge of understanding the Visa status (H1B, GC, US Citizen, OPT, H4-EAD, L2,etc.)  
• Currently handling all full time & contract positions of (Google, BNSF, Cisco, Delta Dental, Siemens, Symantec, Happy fresh, Chevron, Wal-Mart, Kohls, Macy's, AT&T, LinkedIn, Etc.…