**BODDURU ASHISH**

Phone: (+91) 8897709246

Email: ashishbodduru005@gmail.com

**CAREER OBJECTIVE:**

Seeking a position to utilize my skill and abilities in the organization which offers security and
professional growth while being resourceful innovative and flexible.

**SUMMARY:**

* 3 years of experience in **IT Recruiting** Industry, have been working as an IT Recruiter.
* Complete knowledge of Full Life-Cycle recruiting including screening and interviewing.
* Skilled in handling the Clients in an excellent way and keeping them happy by providing the best of best service.
* Strong experience as an IT Recruiter to recruit IT talent, through job boards and vendor partnerships in a Consulting company.
* Good understanding of various IT Technologies and emerging Technologies in the marketplace.
* Ability to search and recruit proactively, with strong organizational skills.
* **Strong leadership, negotiation, problem solving,** and **team building skills** as well as confident recruiting techniques.
* Excellent interpersonal and customer relationship management skills.
* Team player with **excellent interpersonal abilities**, **multi task abilities** and excellent communication skills.
* Excellent written, verbal analytical and **problem solving skills**.
* Good Interpersonal and Communication Skills/ Excellent Management and Proven Leadership Skills Excellent Interpersonal skills coupled with experience in interacting with individuals with culturally diverse backgrounds and in analyzing document information.
* IT recruiting experience with a successful background sourcing candidates from a wide range of technical disciplines (developers, database specialists, technical support, network engineering, project management, etc.).
* Computer proficiency in **Microsoft Office Suite 2003,2007,2010,2013,2016,2019(MS WORD,MS Outlook, MS EXCEL, MS POWERPOINT),Monster**, **Dice, Handshake, Indeed**other Search engines,
* I have proven my particular abilities to work under pressures off time and performance in a global marketplace, serving both easy and very difficult clients and customers to their eventual delight.
* Being highly self-motivated, I have the drive to focus and achieve both organizational and personal goals while taking my team along and ensuring its achievements too.
* Extensively experienced in working with **C2C, W2** and 1099
* Specialized in building a relation with **Tier-1**and **Tier-2**Vendors.
* Proficiency in Communicating with the direct clients, procuring the requirements and matching their needs and requirements in terms of human resources.
* Successfully recruited many consultants for major end clients.
* Experience working as a complete life cycle recruiter right from advertising, filtering resumes, job posting, pre-screening, Technical interviewing, Personal interviewing, initiating background/reference checks, calling prospects and closing the requirement. Interview applicants to obtain information on work history, training, education, and job skills.
* Excellent Knowledge on various employment and recruitment methods and laws **specifically H1B, L1,TN, E3 visas** and **EAD's like -H4, L2, E3, OPT and GC.**
* Maintain current knowledge of **Equal Employment Opportunity (EEO)** and affirmative action guidelines and laws of immigration processes with regarding US work visas.

**TECHNICAL SKILLS:**

**MS Office Package:** MS Outlook, MS Word, MS Excel, MS PowerPoint

**Operating Systems:** Windows 10/8/7/XP/98/95

[Adobe Photoshop cc 2020](https://pcwonderland.com/adobe-photoshop-cc-2020-free-download/)

**Experience:**

**VIVID TECHNOLOGIES INC June 2020 - Present**

**US IT Recruiter**

**Vivid Technologies Inc. is a US based company headquartered in Herndon, VA with offshore development center in India. For years, it has been our continuous endeavor to understand your quality-conscious discerning business needs and to successfully meet those. We specialize in creation of high quality IT-based Business Management Solutions; Workflow and ERP Solutions; Custom Software Development Solutions; Application Development, its Integration and Implementation to companies of all sizes resulting in better, faster, and more meaningful results.**

**Responsibilities:**

* **Involved into full-cycle recruiting: interviewing, negotiation and closing candidates for assigned requisitions.**
* **Use Job boards like - Dice, Monster, CareerBuilder, Indeed, DesiOPT, OPT Resume bank and LinkedIn.**
* **Using different sourcing techniques like- internet souring, networking, job portals, Boolean Search, Social Media Sourcing.**
* **Head hunting for Software Engineers, Software Test Engineers, Program Managers, Web Developers, and other senior engineering leaders.**
* **Extensive experience working with candidates for Full Time position.**
* **Salary negotiation.**

**WEBYSYS INTENATIONAL LLP (NIRVANA ENTERPRISES LLC) May 2018 – June 2020**
**US IT Recruiter**

Our company is U.S. Based Consulting Company head quartered in NEW YORK, NJ. A leading consulting service provider helps organizations by providing contract talent for projects of any size, duration, and level of complexity. Weprovides proven consultants with successful records of accomplishment, so that you can have complete confidence that your project will be completed on time and within budget. We have consultants with strong technical background and excellent skill-sets. They cater mostly to the technology/software sector.

**Responsibilities:**

* Involved in creating and managing a candidate network and queue with a wide variety of IT skills.
* I have negotiated with the consultants on different contract terms like **Corp-to-Corp, 1099** and **W2.**
* 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.
* I worked with IT consultants of various experience levels on .**Net, Java/J2ee, Oracle, SQL Server, QA Tester, Oracle Apps, SAP, People soft etc**.
* Identified, interview and submit candidates in a timely and efficient manner.
* Conducted performance reviews on a weekly basis and report to the concerned officials.
* Effectively negotiated pay rates with candidates for contract positions.
* The relationship with the consultant is extended further after he gets placed, I assisted them in signing up the contract forms and I was responsible for getting the timesheets on-time
* Analyze the requirement and understand what type of person the client is looking for their opening.
* Extensively sourced candidates via the Job Boards, Web Search and Networking. Worked on all major job boards (e.g.**CORP-CORP MONSTER etc**.) to assist the company in recruiting candidates, which included writing the job descriptions clearly and giving them an identification number, updating the postings and maintaining the job boards. Received all responses for processing and input into the system.
* Thoroughly interviewed prospective candidates to determine skill and client compatibility. This included negotiating salaries, relocation expenses, setting up interviews, Reference checks and extending offers of employment. Provided the hired consultants orientation about the project and the client they are about to join.
* Sorting through hundreds of resumes to find just the right person
* When found suitable candidate I contact them **via Phone/email** and explain them the about the job opening.
* Timely communication with candidates regarding their availability for contract, **rate/salary negotiation, relocation, etc**
* Interview, assess and evaluate applicants to determine their qualifications and appropriate match with client needs.
* Answering employee questions regarding policies and procedures, open positions, and benefits
* Pre-screen prospective candidates, negotiate and finalize salaries/rates for both **contractors** and **permanent** hires and extended job offers.
* After finding consultant suitable for the position, take answers to a set of standard of questions and years of experience he has with the breakdown skills, submit him to my point of contact at the client.
* Maintain positive working relationships with employees/consultants and all levels of management to successfully recruit through employee referrals.
* Also, keep the record of accomplishment of resumes, so that if another client need a candidate of same requirement, then check his availability with the position and submit.
* Provided weekly and quarterly submittal record using **MS-Excel** to clients and management regarding the performance statistics.
* During the process worked closely with hiring managers to understand their requirements and produce apt resumes in time.
* Working on all kinds of technologies.
* Experience in entire recruiting life cycle.
* Gathered job requirements, Executive Search, Proven record of accomplishment of souring, screening and interviewing viable candidates.
* Reporting to the Manager.
* Understanding the requirement and searching resumes.
* Telephonic Evaluation for Contract Positons.
* 1 to 2 hours Quick Resume Submission Process for Contract Assignments.
* Maintaining the candidates’ database of various levels

**EDUCATION:**

**ANDHRA UNIVERSITY 2018-2019**

DEGREE OF BACHELOR OF SCIENCE, OCTOBER 2019

COMPUTER SCIENCE

PERCENTAGE: 75%

**GMR INSTITUITE OF TECHNOLOGY, RAJAM 2014-2018**

BATCHLOR OF TECHNOLOGY, APRIL 2018

ELECTRONICS AND COMMUNICATION ENGINEERING

CGPA: 5.8

**NARAYANA JUNIOR COLLEGE, VISAKHAPATNAM 2012-2014**

INTERMEDIATE, APRIL 2014

MPC

PERCENTAGE: 75.7 %

**S.F.S HIGH SCHOOL, VISHAKHAPATNAM 2011-2012**

SECONDARY SCHOOL Certificates, which MARCH 2012

GPA: 7.3/10

**PROJECT & INDUSTRIAL EXPOSURE:**

**TERM PAPER:**

**Recent Advances in Fog Radio Access Networks: Performance Analysis and Radio Resource Allocation**

* This paper tells about 5G wireless communication system (F-RAN) has been proposed as an advanced socially aware mobile networking architecture to provide high spectral efficiency (SE) while maintaining high-energy efficiency (EE) and low latency.

**MINI PROJECT:**

**LIGHT FOLLOW ROBOT USING ARDUINO**

* The main aim of this Project is to design a Robot which is capable of following light and it automatically stops when there is no light available in its presence.

**A NOVEL PARTIAL TRANSMIT SEQUENCE SCHEME WITHOUT SIDE INFORMATION FOR CELLULAR SYSTEMS**

* To Reduce the Peak to Average Power Ratio, partial transmit sequence without using side information is used. The Scheme which is proposed do not transmit SI, Instead of SI we use Phase offsets to rotating vectors and send the signal to receiver after summing. At the receiver, the input signal is detected by using maximum likelihood (ML) detector.

**INTERN IN BHARAT SANCHAR NIGAM LIMITED, VISAKHAPATNAM, JUNE 2016**

* I had a real time Industrial exposure about the working, utilization of various equipment for communication.

**VISISTED VARAM POWER PROJECTS LTD., SRIKAKULAM, April 2017**

* Enhanced power generation from wheat pith.

**DOPPLER WEATHER RADAR, VISAKHAPATNAM, April 2017**

* Focused on basic principles of weather prediction.

**VIZAG STEEL PLANT, VISAKHAPATNAM, June 2017**

* Acknowledged about Industrial safety and hazard management.

**COMPUTER SKILLS:**

* Desktop Applications: Microsoft Excel, Word, PowerPoint.
* Simulation Software: MULTISIM, MATLAB, XILINX, ARDUINO,
* Programming languages: Basics in C language and java.
* Operating Systems: Windows 7/8/10/ Vista/XP/98/95, Apple's macOS.

**Web Development Skills:**

* GRAPHICS : ADOBE PHOTOSHOP
* WEB PROGRAMMING: HTML5, HTML, CSS3.
* SCRIPT: JAVA SCRIPT, ANGULAR JS.
* FRAMEWORK: BOOTSTRAP.

**HUMAN SERVICES EXPERIENCE:**

* I have secured NCC (National Credit Corps) “A” and "B” Certificates.
* Volunteer in NSS, which aims Swatch Bharath Program.

### ACHIEVEMENTS:

### Participated in Inter School Boxing Championship.

* Exhibited a project named “LIGHT FOLLOW ROBOT USING ARDUINO” in Project Design Contest duringSTEPCONE2K17 which was a National Level Technical Paper Contest held at GMRIT, Rajam

### Participated in a football competition organized by Maharashtra institute of Technology.

### I have secured 1st place in football [Vigian Engineering college](https://www.google.co.in/search?rlz=1C1CHBD_enIN762IN762&biw=1366&bih=675&q=vigian+engeering+college&nfpr=1&sa=X&ved=0ahUKEwirqJfN0dzXAhWJto8KHcrCA3IQvgUIJSgB)

### Got 3 rd prize in Fancy Fate competition held in School.

**PERSONALITY TRAITS:**

* Ability to learn quickly and to adapt to different environments.
* Creative in approach.
* Good Interpersonal Skills.

**HOBBIES AND INTERESTS:**

* Playing football, coin collection, cooking, exploring new places, interested to learn new things.

**PERSONAL INFORMATION:**

* D.O.B **:** 21/09/1996
* Father’s Name **:** BODDURU RAMA SWAMY
* Gender **:** Male
* Marital Status **:** Single
* Nationality **:** Indian
* Languages Known **:** English, Telugu & Hindi
* Permanent Address **:** D.No: 6-2/3, Plot No-2, Marikavalasa New colony, Madhurawada,

 Visakhapatnam, Andhra Pradesh – 530048

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

Place:

Date: **[BODDURU ASHISH]**