**Full Name: Bharath Raj Medaboina**

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**Summary:**

* 6 + years of significant experience in **US Recruitment and Domestic operations.**
* Experienced working on **VMS** (Vendor Management System) like [https://www.dcrworkforce.com (Lockheed](https://www.dcrworkforce.com(Lockheed) Martin) and <https://www.icims.com> (Galaxesolutions).
* Worked with various Applicant Tracking Systems (**ATS**) like **FOX (Front Office Exchange), Job diva, Conrep, GR8 people, Bull Horn.**
* Maintaining relationship with key business stakeholder by gaining, understanding of business requirement on regular basis gathering valuable information to improve recruitment process.
* Experienced working on various Job portals such as **Monster, Dice, Career builder, Tech Fetch, Ladders, Naukri, LinkedIn** etc.
* Proficient at successful sourcing of candidates via Internet sources and online resume database.
* Experience in Tax Terms – **W2/1099/ C2C /C2H / Full Time.**
* Proactively building Client, VMS & resume database.
* Proactively building resume database for upcoming/highly potential requirements.
* Good Team player with Interpersonal, good verbal and oral communication skills in English.
* Work extensively with MS Office tools like Word, Excel, and Outlook
* Worked with **US Citizen, Green Card, TN and H1B** Consultants for Direct Client Requirements & Implementation Partners Requirements.
* Excellent Interpersonal, Convincing, Rate Negotiation, Analytical & Problem-solving Skills.
* Highly organized and able to manage multiple tasks at once
* Ability to make sound business decisions
* Excellent Written & Verbal Communication Skills.

**Professional experience**:

**Symbioun Technologies April 19 - Present**

**Recruiting Manager / Individual Contributor**

**Clients: BFSI clients - Chubb Insurance, Deutsche Bank, Guggenheim Partners, BNY Mellon ,Credit Suisse, State Clients etc.**

**Roles and Responsibilities:**

* Supported BFSI clients, worked closely with **CEO,BDM and Hiring managers.**
* Worked on **FTE, W2 and Contract.**
* Getting the requirements from VMS, Hiring Managers and distributing to the team.
* Individually sourcing the profile from the job portals like Monster, Dice, Career Builder and social sites.
* Screening the profile according to the skill set, collecting the required details, formatting and submitting to hiring manager for BFSI clients.
* Shortlisted profiles were scheduled for Interview process with client and consultant availability time.
* Updating the feedback to the consultant and maintaining database for future requirements

**Additional Responsibilities:**

* Full US Recruitment cycle training to the New Joiners in the team.
* Includes US TAX terms, Call Procedure and Resume Sourcing in the Job portals.
* Resume Formatting for client submissions.

**USM Business Systems Jan 18 – March 19**

**Senior Recruiter**

**Roles and Responsibilities:**

* Worked with Direct Clients **Freddie Mac, Fannie Mae, Lockheed Martin, Honeywell, Kaiser, AMMVA, College Board, RSI** etc.
* Involved in regular interaction with client SPOCS through call, e-mails
* Worked on Full Time, C2C and C2H for above clients
* Experience using Conrep, Job Diva (**Applicant Tracking Systems**) and sourcing the candidates using Job portals such as **Dice, Career Builder, Monster, Tech Fetch, Ladders and LinkedIn**.
* Extensive experience in recruiting candidates with Active Secret, Top secret (TS/SCI), Confidential, DOD Secret Clearance for large Defense contractor.
* Sourcing and Screening the qualified candidates for my direct client requirements before client submission.
* Follow up with the shortlisted candidates with their availability for Initial Screening and further rounds like Telephonic, Skype and Face to Face Interview.
* Updating the candidates with the client Feedback
* Maintaining the candidate database in the MS Excel for future requirements.

**Sterling 5 Inc/ Sahastra Enterprises (Pay roll) April 16 – Jan 18**

**IT Recruiter/Lead Recruiter**

**Job Responsibilities not limited to:**

* Managed a Team of 7 recruiters for **Galaxesolutions and Implementation partner (CTS, TCS, INFOSYS,TECH M etc )** for FTE and Contract Positions.
* Getting the new requirements from the Client Portal on daily basis
* Key role in Stakeholder management with Onsite Team and gathering valuable information to improve recruiting process and sharing the information to the team members.
* Worked on Full Time /C2H /C2C and some positions for Referral basis
* Sourcing the resume form the job portals like **Dice, Monster, Tech Fetch, Career Builder, Ladders, Indeed and Linked In.**
* Directly interacting with the client and vendors on rate negotiation on the requirements
* Submitting them directly to the client Manager and in client vendor portals.
* Preparing reports and submitting to Client Manager on daily basis with the right resource to the clients.
* Allocation of requirement basing on Recruiters adaptive skills.
* Client calls – Attending client calls – taking updates on requirement say like priorities on Requirement and Educate Candidates.

**Roles and Responsibilities:**

* Handling the entire recruiting cycle, Sourcing, Screening, Interviewing and placing qualified Candidates
* Identify and assist in closing professional services opportunities.
* Sourcing the candidates from job portals (**DICE, MONSTER, Career Builder**, **Linked In etc)**
* Initial phone screens, short-listing profiles, conduct interviews etc. - Follow-up/co-ordination with potential candidates for prospective US employment
* Responsible for Searching, identifying new consultants for current job openings.
* Pre-Screening of potential Candidate in terms of qualification, work experience, previous references.
* Speak to the employers of the consultants on the billing rates; finalize the rate and RTR conformation from Employer on Rate part.
* Formatting the resume according to the client format.
* Most of the work done through **US citizens, Green Cards (GC), H1B, TN permits, EADs**
* Maintained well organized database.

**Tekmaximus Dec 13 – Mar 16**

**IT Recruiter**

**Roles and Responsibilities:**

* Responsible for Searching, identifying new consultants for current job openings.
* Short-listing resumes based on the requirements.
* Speak to the employers of the consultants on the billing rates and finalize the issue.
* Pre-Screening of potential Candidate in terms of qualification, work experience, previous references.
* Maintaining the database of all the Consultants and Employers.
* Taking a Preliminary round of interview to judge the communication and the abilities of the candidate before submitting to the client.
* Scheduling and coordinating interview for the short-listed candidates.
* Performed technical interviews, reference checks, coordinating online tests and scheduling phone interviews with the client
* Proficiency in resourcing US candidates for information technology from junior to senior position through search engines (Monster, Dice, CareerBuilder etc.) networking and database.
* Interaction with US Citizen, GC, EAD & H1 B candidates via telephony, understanding profile, making them understand job role, taking preliminary interview, and confirmation for forwarding their resume to relevant client.
* Reporting directly to Accounts Manager. Getting feedback, daily update on requirements, submission and sending daily report.
* Recruiting consultant on W2, C2C and 1099 for US Citizens/GC holder & H1 B
* Taking requirements from portal and searching the matching resume for the requirement, and Submit it to the Client and scheduling the Interview process with the consultants with their Availability.
* Updating the consultant with the client feedback.

**Education:**

* Pursuing Master of Business Administration from Swami Vivekananda Institute of Technology
* Bachelor of Computer Science from Bhavan’s Vivekananda of Science, Humanities and Commerce **2013**

**Sports Career:**

* Participated in K1Fight by representing **Telangana State** in National Kick Boxing (IAKO) **2015 - Present**
* Played cricket for HGC – **Hyderabad Games Club** for 5 years **2009 – 2015**
* Certified **Fitness Trainer and Fitness Trainer from BFY June- 2019**

**Hobbies:**

* Kick Boxing, Cricket, Workouts and Hangout with School Friends.