

Sai Deekshita V

Email: Saideekshitha21@gmail.com

Mobile: +91 7794830851

LinkedIn: <https://www.linkedin.com/in/sai-deekshitha-444823117>

Objective:

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a Professional, use and develop my aptitude to further the organization's objectives and also attain my career targets in the progress.

Summary:

- Overall 4+ Years of working Experience. Two years of experience in US IT Staffing as Technical Recruiter and 2 years in Digital marketing
- Involved in Full Life Cycle in Recruitment as my Responsibilities are Sourcing, C2C, W2, 1099 positions in the Information Technology industry throughout the United States.
- Ability to work effectively in high pressure environments.
- Excellent working Knowledge of Windows operating system platforms.
- Strong interpersonal and communication skills, creativity, excellent attitude towards teamwork and common goals achievement.
- Excellent organizational, multi-tasking and coordination skills.
- Utilization of job boards like Dice, Monster, Techfetch and finding the right consultants for the requirements
- Establishing and maintaining a good relationship with the employees, vendors and the clients
- Responsible to understand and analyze the requirements in different domain categories.
- Coordinating, Scheduling & Conducting interviews.
- Keeping track of responses & short listing profile.

Professional Experience

Valour USA, Hyderabad

Duration: Feb 2020 – July 2020

Role: US IT recruiter

- Handling full life cycle Recruiting activities for US to include; Posting Positions,
- Prescreening & obtaining leads and reference checking,
- client interview arrangements, closing and offer preparations
- employment opportunities.
- Negotiating, Reviewing and Executing Master Agreements and Bill Rates with Vendors
- and Clients.
- Developing effective and innovative recruiting strategies for attracting and sourcing high
- quality technical candidates for client companies.
- Forming strategic partnerships with senior management to determine staffing needs.

- troubleshooting difficult positions and managing client issues.
- Developing and maintaining network to assist in identifying and sourcing qualified candidates.
- Network and maintain relationships with key candidate communities for short and/or long-term opportunities.
- Create and maintain a custom database of candidate contacts and job requisitions from open to close
- Posting and maintaining jobs online
- Pre-interview preparation and post-interview follow-up, interviewed candidates to establish a relationship by conducting personal interviews to match skills to a specific client job order
- Extensively worked on negotiating of rates on W2/C2C/C2H/1099.
- Experience in FULL TIME position Hiring.
- Experience in Visas - OPT, H1B, EAD, GC & USC
- Hands on experience with job sites such as Monster, Dice, Career Builder and Tech Fetch

Professional Experience:

ASCII Group LLC, Hyderabad

Duration: Oct 2018 – January 2020

Role: IT recruiter

Client's Worked: TCS and Infosys are the implementation partners and end client like wells Fargo, USAA, Apple, Toyota Financial services etc

Responsibilities:

- Responsible for full life cycle of recruiting process.
- Utilized various candidate sourcing methodologies, including direct sourcing, cold calling, internetworking, targeted mail, advertising, and candidate referral.
- Managed and posted jobs on various job sites as monster, dice, corp to corp etc.
- Well versed in tax terms like C2C, C2H and W2 etc.
- Negotiated terms with candidates and clients to finalized placements.
- Handled role of recruiting fulltime and contract employees and developing a Talent Pipeline by prompt interaction with hiring authority and satisfy client requirements.
- Coordinating on the Client Interview Schedules and getting the feed backs.
- Ensure sourcing of right candidates for staffing business.

- Responsible for preparing Client Information, necessary information to Payroll Dept.
- Thoroughly competent in using job sites like Dice, Monster, Hot jobs.
- Worked independently with limited direction and achieved targets.
- Manage recruitment targets with offshore recruitment team.
- Established and maintained professional relationships with consultants and vendors.

Vivaan Techno solutions, Hyderabad

Duration: June 2016 - September 2018

Role: Digital marketing Executive

Responsibilities:

- Supporting the sales manager in all aspects of their work.
- Handling sales phone calls and emails.
- Assisting with the copy writing of marketing materials.
- Building an understanding of a customer & client requirements.
- Assessing the result of a marketing campaign.
- Communicating with the clients in a professional manner.
- Maintaining the marketing database of clients & contacts.

Education:

- Secondary school from Krishnaveni Talent School in the year passed out 2009.
- Intermediate from Vishwa Bharathi junior College in the year 2012 passed out.
- Bachelors from JNTUH, PRRM Engineering College in the year 2016 passed out.

Projects Details:

1. Project Title: Automatic Locking Engine for Drunk and Drives.
Key skills: Embedded system.
2. Project Title: Application of Cogeneration to Thermal Power Plants by Re-optimization of Reheat Regenerative Cycle.
Key Skills: Thermodynamics, Energy analysis and Design.

Personal Capabilities:

- Analytically minded and have nurtured strong communication, interpersonal, and management skills through both my occupational and personal experiences.
- Look forward to face new challenges by which I can explore new fields and build new skills with easy adaptability.
- Excellent written communication skills particularly for the sales audience.
- High level of computer proficiency and demonstrable working knowledge of Microsoft office.
- Ability to plan, organize and work to deadlines.

Date:

Place:

Sai Deekshita V