# Summary

***Parani P 8056357192***

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***Having 4+ years of Recruitment experience as an SR.US IT Recruiter.***

* *Experience working as a complete life cycle recruiter right from advertising, filtering resumes, job posting, and pre-screening, background/reference checks, calling prospects and closing the requirement.*
* *Worked with candidates holding visa status like H1B, GC, Citizen, and EAD*
* *Advance use of job boards like Dice, Monsters, CareerBuilder, and Tech Fetch*
* *My prime responsibilities include sourcing, interviewing and hiring of IT professionals for multiple projects and assignments in the IT services industry*
* *Business development Negotiating and closing deals*
* *Web-based sourcing/recruiting Building a strong referral network*
* *Database creation and maintenance Cold Calling*
* *Excellent Written & Verbal Communication Skills.*
* *Ability to deliver the right candidate at the right time for the right kind of a rate.*
* *Maintain one to one Support with consultants, which lead to better understanding about their core expertise and in better servicing of client requirements.*
* *Experience in sourcing candidates through contacts, referrals, third party companies, free jobsites and Social Networks.*
* *Proficient in MS Word, MS Excel, MS Access, MS Outlook, MS PowerPoint, Internet Explorer.*
* *Hands on experience with job sites such as Dice, Monster, Tec fetch, CB LinkedIn.*
* *Having experience with handling multi-Implementation partners like CTS, WIPRO, TCS, L&T and Mphasis.*
* *Experience in using ATS like, Ceipal*
* *Working with different areas like Engineering, Infra, Apps.*
* *Sending in Mails from LinkedIn.*
* *Initial screening of the candidate over the phone.*
* *Experience in Tax Terms (C2C, W2,1099)*
* *worked with candidates holding visa status like US Citizen, Green Card Holder, H1B, E3, EAD and TN Visa holders.*
* *Proactively building resume database for upcoming/ highly potential requirements.*
* *Negotiating about the rate (Hourly basis) with the Consultants/ Employers and maintained professional relationships with them.*
* *Understanding of Time Zones of USA like PST, MST, CST, EST.*

# Professional Experience:

***Noble serve Systems Pvt Ltd – Coimbatore, Tamilnadu August 2021 to Present US IT RECRUITER***

* *Sourcing candidates using various Internet-based sourcing techniques: job boards, web crawlers, search engines, social networking tools, university alumni sites, blogs, local organizations websites, discussion groups, and proprietary resume databases*
* *Worked on various technical requirements. Conducting primary sourcing and requirement specific technical screening*
* *Worked on non-technical requirements like Project Manager, Business Development Manager, Technical writer, Business Analyst, Underwriter, Econometrician, Project coordinator, Process Development Associate, Drug safety Associate, Scientist II, etc.*
* *Worked on job orders for many Fortune 500 Companies*
* *Thorough knowledge of recruiting process from sourcing to recruiting for different employment statuses*
* *Full Lifecycle Recruiting experience - understanding the job order, sourcing the right candidate, negotiations*

and closing the deal

# Jobs Worked (Full Time, Contract (W2), Contract to hire)

* ***Software Engineer Roles*** *(Java, .NET, Big Data, Hadoop, Spark, Scala, Oracle, SQL, Genesys, Ruby Rails, ServiceNow, Salesforce, Etc.)*
* ***Testing Roles (****Automation Testing, QA Analyst, QA Engineer, Performance test engineer, Selenium tester, bigdata tester)*
* ***Architect Roles*** *(Cloud, GCP, Azure, AWS, Bigdata, Java, .Net, Network, Infrastructure)*
* ***Management Roles*** *(Project management, Program management with required Skills, Scrum Master, Business Analyst)*
* ***Networking & Security Roles (****Network Engineer, Linux Engineer, Cisco Engineer, Security Analyst, Cybersecurity Engineer, Infrastructure Engineer)*

# Admin Roles (System Admin, Network Admin, Hadoop Admin, Linux Admin)

* ***Support Roles*** *(IT Support, IT technician, Desktop Support, End user Support, Technical Support Specialist, Helpdesk Support, Computer technician)*
* ***ATS:*** *Bull Horn*
* ***Job Portals:*** *Dice, CareerBuilder, Monster, LinkedIn*

# Cloudious LLC – Coimbatore, Tamilnadu Nov 2020 to July 2021 US IT RECRUITER

* *Recruited consultants on W2, 1099, C2C positions with visa status like H1B, GC, Citizen, and EAD.*
* *Screen candidates for availability, interest level, eligibility to work in the US, salary expectations, relocation needs, some technical skills and core competencies.*
* *Focus on sourcing passive candidates through networking, cold calling, internet searches and research.*
* *Use Job boards like Dice and social networks as LinkedIn.*
* *Recruited high-end technical professionals in Information Technology Industry in contract, contract to hire and full-time positions.*
* *Managed full life cycle recruiting including positing of jobs, job board searches, business & sourcing, screening, interviewing, negotiating salaries, and finalizing offers to prospective candidates*
* *Pre-screened candidates with detailed phone screens, which would include evaluating their capability to the job requirements, thereby ensuring the right fit for the position.*
* *Negotiated wage rates and other terms and conditions of employment with candidates.*
* *Scheduled interviews and followed-up on each submitted candidate until the candidate is accepted / rejected.*
* *High rate of successful closures of potential candidates and recruitment offers.*
* *Established weekly reporting mechanisms on status of requirements, submissions, & interviews to Account Manager*
* *Built good inter-personal relations & effective high performing network with vendors, candidates and clients*
* *Recruited Consultants on W2, Corp-to-Corp and 1099 for Full time and contract positions.*
* *Familiar with Visa status like US/Canada Citizens, GC, H1B, TN-1, EAD holder.*

# Jobs Worked (Both Full Time and Contract (c2c, W2))

* ***Software Engineer Roles*** *(Java, .NET, Big Data, Hadoop, Spark, Scala, Oracle, SQL, Genesys, Ruby Rails, ServiceNow, Salesforce, Etc.)*
* ***Testing Roles (****Automation Testing, QA Analyst, QA Engineer, Performance test engineer, Selenium tester, bigdata tester)*
* ***Architect Roles*** *(Cloud, GCP, Azure, AWS, Bigdata, Java, .Net)*
* ***Management Roles*** *(Project management, Program management with required Skills, Scrum Master,*

Business Analyst)

* ***Networking & Security Roles (****Network Engineer, Linux Engineer, Cisco Engineer, Security Analyst, Cybersecurity Engineer, Infrastructure Engineer)*
* ***Admin Roles*** *(System Admin, Network Admin, Hadoop Admin, Linux Admin)*
* ***Support Roles*** *(IT Support, IT technician, Desktop Support, End user Support, Technical Support Specialist, Helpdesk Support, Computer technician)*
* ***ATS:*** *CEIPAL*
* ***Job Portals:*** *Dice, CareerBuilder, Monster, LinkedIn*

# KRG Technologies Inc., Coimbatore, Tamil Nadu August 2019 – October 2020 US IT Recruiter

***Responsibilities****:*

* *Identify and Search IT Professionals in the US Market through different Sources and working with different areas like Engineering, Infra, and Apps.*
* *Excellent knowledge of IT technologies also has an experience in ATS like, Ceipal*
* *(Monster, Dice, Carrier builder, Tech fetch, Internal Database etc.…)*
* *Was involved in direct Salary/contract negotiations with the candidates and their respective employers.*
* *Excellent negotiating skills & work in a quick turnaround time to full-fill requirements.*
* *Demonstrated ability in achieving Recruitment Targets and daily submitting.*
* *Exceptional networking skills and abilities to keep their candidates hot and ready for a submittal.*
* *Having experience with handling multi-Implementation partners like CTS, WIPRO, TCS, L&T and Emphasis.*
* *Experience in working with W2, C2C, 1099, Full time, Contract to hire and Contract candidates.*
* *Establish contact with various employment agencies to find suitable candidates for the IT job.*
* *Update the Resourcing Application System routinely by formulating advertisements and notices to be put up in classified websites.*
* *Gauge the capabilities of candidates by keenly observing and perceiving various aspects of their personality and skills.*
* *Maintain strong links with candidate’s database, vendors and other sources which can attract good candidates i.e., pipelining the candidates.*
* *Ensure that details of all candidates are documented in an organized manner for easy access.*
* *Prepare the daily and monthly tracker for following up of candidates and their field of interest along with the sales sheet and availability list (place able candidates).*
* *Utilize internal database, job boards (Dice, Monster, Tec fetch and Career builder.), LinkedIn, and other social media to identify and network with potential candidates*
* *Responsible for preparing search strings, sourcing requirements and consultants or vice-versa.*
* *Screen candidates to ensure their qualifications meet the position requirements*
* *Worked extensively on Professional networking sites like LinkedIn and Social Networking sites.*

# Jobs Worked (Both Full Time and Contract (c2c, W2))

* ***Software Engineer Roles*** *(Java, .NET, Big Data, Hadoop, Spark, Scala, Oracle, SQL, ServiceNow, Salesforce, Etc.)*
* ***Testing Roles (****Automation Testing, QA Analyst, QA Engineer, Performance test engineer, Selenium tester, bigdata tester)*
* ***Architect Roles*** *(Cloud, GCP, Azure, AWS, Bigdata, Java, .Net)*
* ***Management Roles*** *(Project management, Program management with required Skills, Scrum Master, Business Analyst)*
* ***Networking & Security Roles (****Network Engineer, Linux Engineer, Cisco Engineer, Security Analyst, Cybersecurity Engineer, Infrastructure Engineer)*
* ***Admin Roles*** *(System Admin, Network Admin, Hadoop Admin, Linux Admin)*
* ***Support Roles*** *(IT Support, IT technician, Desktop Support, End user Support, Technical Support Specialist,*

Helpdesk Support, Computer technician)

* ***ATS:*** *CEIPAL*
* ***Job Portals:*** *Dice, CareerBuilder, Monster, LinkedIn*

# Reksys Technologies Inc. Tirunelveli, Tamil Nadu April 2019 – August 2019 Senior Technical Recruiter

***Responsibilities:***

* *Effectively recruited IT Professionals in a time-sensitive environment*
* *Responsible to understand and analyze the requirements in different domain categories*
* *Bill Rate Negotiation*
* *Scheduled in person / Telephonic / Skype interviews between candidate and client.*
* *Following up on the interview process*
* *Building up good Database of candidates and clients*
* *Monitoring and follow-up till final selection*
* *Preparing reports on employment activity*

# Jobs Worked (Both Full Time and Contract (c2c, W2))

* ***Software Engineer Roles*** *(Java, .NET, Big Data, Hadoop, Spark, Scala, Oracle, SQL, Genesys, Ruby Rails, ServiceNow, Salesforce, Etc.)*
* ***Architect Roles*** *(Cloud, GCP, Azure, AWS, Bigdata, Java, .Net)*
* ***Support Roles*** *(IT Support, IT technician, Desktop Support, End user Support, Technical Support Specialist, Helpdesk Support, Computer technician)*
* ***ATS:*** *Job Diva*
* ***Job Portals:*** *Dice, CareerBuilder, Monster, LinkedIn*

# Trident Consulting Inc. Tirunelveli, Tamil Nadu September 2018 – April 2019 US IT Recruiter

***Responsibilities:***

* *Handling the End-to-End Recruitment process.*
* *Responsible for Recruiting, Sourcing and screening good candidates for various requirements and different clients.*
* *Working on W2 contract and W2 full time positions, Corp to Corp, Contract to hire*
* *Sourcing resumes through job portals like Monster, Dice.*
* *Working on all the tax terms and visa status.*
* *Working on ATS like CEIPAL*
* *Maintaining the extensive database of candidates.*

# Jobs Worked (only Full Time)

* ***Software Engineer Roles*** *(Java, .NET, Big Data, Hadoop, Spark, Scala, Oracle, SQL, ServiceNow, Salesforce, Etc.)*
* ***Testing Roles (****Automation Testing, QA Analyst, QA Engineer)*
* ***Architect Roles*** *(.Net, Java)*
* ***Networking & Security Roles (****Network Engineer, Linux Engineer, Cisco Engineer, Security Analyst, Cybersecurity Engineer, Infrastructure Engineer)*
* ***Admin Roles*** *(System Admin, Network Admin, Hadoop Admin, Linux Admin****)***
* ***ATS:*** *Job Diva*
* ***Job Portals:*** *Dice, CareerBuilder, Monster, LinkedIn*

# Elico Healthcare Chennai, Tamil Nadu October 2016 – April 2017 Trainee Recruiter

***Responsibilities:***

* *Sourcing the resumes on various requirements from our clients.*
* *Analyzing the excellent resumes and moving forward to the clients*
* *Make a call to the candidate and asking about his availability.*
* *Submitting those profiles for the multiple clients.*
* *Monitoring and follow-up till final selection*
* *Preparing reports on employment activity*
* *Maintaining a good rapport between Candidate and the Client.*
* *Maintain the candidate database for the future purpose.*

# Jobs Worked (Only Sourcing)

* ***Software Engineer Roles*** *(Java, .NET, Big Data, Hadoop, Spark, Scala, Oracle, SQL, Genesys, Ruby Rails, ServiceNow, Salesforce, Etc.)*
* ***Architect Roles*** *(Cloud, GCP, Azure, AWS, Bigdata, Java, .Net)*
* ***Support Roles*** *(IT Support, IT technician, Desktop Support, End user Support, Technical Support Specialist, Helpdesk Support, Computer technician)*
* ***ATS:*** *Job Diva*
* ***Job Portals:*** *Dice, CareerBuilder, Monster, LinkedIn*

# Education:

* *Bachelors in Information Technology completed in 2016 in Dr. Sivanthi Aditanar College of engineering. (2016) (under Anna University)*

# Area of expertise:

Operating systems: Windows 10, 2000 professional, XP home and XP Professional Application packages: MS Office

Social Network: Linked In

Job Portal Websites: Dice, Monster, Job Diva , Ceipal , career builder