VIVEKANANDA

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SUMMARY

* Around 4+ Years of working experience as US IT Recruiter.
* Strong hands-on marketing the Bench consultant who are on our own W2. Submitting their resumes to only Direct Client requirements.
* Experience in Recruitment, screening resumes, screening candidates, conducting interviews and giving the best hires for clients.
* Multi task skills working on different job orders while using good time management skills.
* Worked on Corp to Corp, 1099 (Independent Contractor), W2 and Contract to Hire requirements.
* Extensive experience in sourcing candidates through contacts, referrals, third party companies, groups and jobsites.
* Responsible for full Recruitment life-cycle, which includes the identification, sourcing, recruiting, interviewing and hiring of IT Professionals.
* Marketing OPT, H1B employees for various positions.
* Well organized, strong work ethics and willingness to work hard to achieve objectives.
* Highly dependable individual adaptable to both independent and team assignments in structured as well as in unstructured environment.
* Excellent communication and leadership skills.

EDUCATION

Bachelours of engineering JNTU.

SKILLS & EXPERTISE

* Cold Calling
* Candidate database
* Candidate Pooling
* Salary/rate negotiations
* Pre – screening
* Boolean search
* Scheduling phone & F to F interviews
* Networking
* Candidate Post Follow up
* M.S.Office
* Requirement Analysis
* Rate& salary negotiation
* Familiar with US Visas and Tax Terms
* Email etiquettes

PROFESSIONAL EXPERIENCE

March2019 – Present Accion Labs Private Limited. Banglore

Responsiblities:

* Involved in full life cycle Recruitment involving sourcing, identifying, interviewing and screening, qualifying and negotiating rates.
* Conducted Internet searches, telephonic interviews, identified opportunities, candidate selection and preparing candidate for effective marketing.
* Finding active and passive candidates using proactive sourcing methods, high touch direct sourcing and networking to find top candidates for current and future openings. Uses cold calling, data base mining internet/web searches, as well as employee referrals to generate candidate leads.
* Ability to operate independently and competently generate a team environment.
* Very much comfortable in doing the business on W2.
* Responsible for candidate recruitment to meet the staffing needs of the company's clients in US. The priorities of these efforts are market driven and set by management.
* Handling Agency requirements independently finalizing the rates, submitting the candidate's profile.
* Satisfying Client needs by submitting suitable profiles in coordination with Recruitment team.
* Coordinating with client Interview Processes.

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Jan 2018 – Feb 2018

SR USIT Recuiter: Niyama Global INC Chennai, TN

Roles and Responsibilities:

* Involved in full life cycle Recruitment involving sourcing, identifying, interviewing and screening, qualifying and negotiating rates.
* Conducted Internet searches, telephonic interviews, identified opportunities, candidate selection and preparing candidate for effective marketing.
* Finding active and passive candidates using proactive sourcing methods, high touch direct sourcing and networking to find top candidates for current and future openings. Uses cold calling, data base mining internet/web searches, as well as employee referrals to generate candidate leads.
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* Responsible for candidate recruitment to meet the staffing needs of the company's clients in US. The priorities of these efforts are market driven and set by management.
* Handling Agency requirements independently finalizing the rates, submitting the candidate's profile.
* Satisfying Client needs by submitting suitable profiles in coordination with Recruitment team.
* Coordinating with client Interview Processes.
* Responsible for searching and placing qualified candidates to required technical position.
* Format resumes and present top candidates.
* Analyzing requirements and Searching profiles in our own Data Base(MATS) and Searching on different portals like Dice, Monster and Carrer Builder.
* Responsible for candidate recruitment process to meet the staffing needs of our clients.
* Responsible for recruiting exempt and non-exempt fulltime Clinical/Scientific positions including.
* Recruited for candidates with security clearances, which included, screening resumes, interviewing, and submitting technical candidates to hiring managers.



December2015– November 2017

SR USIT Recuiter: Avtech Solution INC Chennai, TN

Roles and Responsibilities:

* Involved in full life cycle Recruitment involving sourcing, identifying, interviewing and screening, qualifying and negotiating rates.
* Conducted Internet searches, telephonic interviews, identified opportunities, candidate selection and preparing candidate for effective marketing.
* Finding active and passive candidates using proactive sourcing methods, high touch direct sourcing and networking to find top candidates for current and future openings. Uses cold calling, data base mining internet/web searches, as well as employee referrals to generate candidate leads.
* Ability to operate independently and competently generate a team environment.
* Very much comfortable in doing the business on W2.
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PERSONAL PROFILE :

NAME : M.Vivekananda

FATHER NAME : M.Mallikarjuna

DATE OF BIRTH : 17-05-1994

MARITAL STATUS : Single

HOBBIES : Playing Chess and cricket.

LANGUAGES : Telugu, English, Hindi

DECLARATION:

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

Place:

Date:

(M.VIVEKANANDA)