

## CURRICULUM VITAE

**SATTU HARISH RISHI**

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### OBJECTIVE

Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organization

### PROFESSIONAL SUMMARY:

- 3 years of Professional IT experience in Recruiting.
- Involved in complete recruiting life cycle.
- Having worked closely with a number of Fortune 100 organizations, I successfully placed numerous
- technical and engineering consultants across a variety of industry verticals. I am dedicated to an
- ethical and urgent approach to IT recruitment and have shown a level of consistency and attention
- to detail in regards to facilitating the placement that would make me a tremendous asset to any
- organization.
- Experience in placing consultants with Tire1 Vendors, Implementation Partners and direct clients.
- Recruited for positions located in different states in US and have a good knowledge on all states
- with their respective timings.
- Experienced on Contract, Contract to Hire and Permanent hires (1099, W2, C2C, CTH) for US
- Citizens, Green Cards, EAD and H1B candidates, Etc.
- Worked with various consultants who are on H1B, GC, Citizen, OPT, EAD, Etc.
- Experienced in Sourcing, screening & validating the profiles as per the clients requirement.
- Utilize various recruitment methods and strategies to locate qualified candidates through direct
- sourcing, employee referrals, recruiting references.
- Involved in arranging the interviews between Client and Consultant.
- Strong experience in using job portals like Dice, Monster, Career Builder, Indeed, Etc.
- Preparing reports on the day-to day work status on requirements and resume submissions.
- Posting the requirements to the Internal and External Portals.
- Extensively experienced in working with direct Client requirements.
- Highly motivated team lead with excellent communication, analytical and technical skills with an
- ability to ensure optimum output, both qualitatively and quantitatively.

### PROFESSIONAL SUMMARY:

**Company :** SoftHQ Inc

**Position :** IT Recruiter

**Duration :** Dec 2018 – Till date

### ROLES AND RESPONSIBILITIES:

- Responsible for the full life-cycle recruitment of IT professionals.

- Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
- Drive to success with the ability to meet tight deadlines and handle multiple projects.
- Ability to work with minimum supervision and execute assignments independently.
- Excellent communication and interpersonal skills, rapport-building skills, self-motivated/self-starter, quick learner and team player.
- Have managed an immense work load of recruitment every week.
- Have prepared excellent report showing work-in-progress and candidate status.
- Demonstrated ability to staff on short notice, handling multiple events with strict deadlines.
- Source and deliver candidates as well as referrals for future and current requisitions and proposals.
- Sourcing the H1b consultants from the pool of IT Market using Job boards to provide the services for
- h1 transfer and GC process.
- Efficiently identify and screen talent against specified job requirements per company policy and procedures.
- Expertise in searching and locating consultants from various job sites like Dice, Career Builder, Monster and groups and Linked in etc.
- Expertise in dealing with all types of Recruitment i.e. C2C, W2, CTH and Full time.
- Maintaining one to one relationships with a consultant who leads to better understanding about their core expertise and in better servicing of client requirements.
- Maintained a database of different skills with their rates, location etc. to ensure fast servicing of requirements.
- Familiar working with partners for sourcing candidates for our requirements and fulfilling partner's requirements with our resources
- Successfully placed candidates to include Technical Support Analysts, Software Developers, Systems and Database Administrators in contract and full time engagements.

**Company :ASAP Group of solutions LLC**

**Position : IT Recruiter**

**Duration : Aug 2017 – Nov 2018**

#### **ROLES AND RESPONSIBILITIES:**

- Involved in complete recruiting life cycle.
- Experience in placing consultants with Tire1 Vendors, Implementation Partners and direct clients.
- Recruited for positions located in different states in US and have a good knowledge on all states with their respective timings.
- Experienced on Contract, Contract to Hire and Permanent hires (1099, W2, C2C, CTH) for US Citizens, Green Cards, EAD and H1B candidates, Etc.
- Worked with various consultants who are on H1B, GC, Citizen, OPT, EAD, Etc.
- Experienced in Sourcing, screening & validating the profiles as per the clients requirement. Utilize various recruitment methods and strategies to locate qualified candidates through direct sourcing, employee referrals, recruiting references.
- Involved in arranging the interviews between Client and Consultant.
- Strong experience in using job portals like Dice, Monster, Career Builder, Indeed, Etc.
- Preparing reports on the day-to day work status on requirements and resume submissions.
- Posting the requirements to the Internal and External Portals.
- Extensively experienced in working with direct Client requirements.

**EDUCATIONAL QUALIFICATION:**

- B. Tech from JNTU-HYDERABAD.
- Intermediate from NTR JR COLLEGE Himayath nagar
- SSC from NTR MODEL SCHOOL

**ADDITIONAL INFORMATION**

Fathers Name : S. SHANKARAI AH

Date of Birth : 01st Jun. 1994

Gender : Male

Language Known : English and Telugu