**SUMMARY**

* **Dynamic result-oriented Recruitment professional with 8+ years of experience in IT, Non-IT Recruitment and focused in sourcing the best professionals for the given job requirement of the clients.**
* **Hands-on experience with all types of tax terms of USA such as W2, 1099 and CORP to CORP.**
* **Worked with clients in domains like Information technology, Aerospace, Defense, Federal, Telecom, Electronics, Electrical, Mechanical, Pharma, Insurance, Logistics etc.,**
* **Extensive Experience in sourcing resumes from Monster, Career builder, Dice, LinkedIn, Face book, Bullhorn ATS (Application Tracking System), Sixth sense, Indeed, ZipRecruiter, Glassdoor and JOBDIVA.**
* **Expertise with VMS (Vendor Management system) / Client Portals like Glassdoor, People fluent, IQ Navigator, DCR, Search Pros, XRM, FIELDGLASS etc.,**
* **Proficient in maintaining excellent database of candidates from the corp. to corp. vendors.**
* **Excellent communication skills, pay rate negotiating skills with US citizens, Green card holders and other consultants like H1B, OPT EAD etc.,.**
* **A resourceful, target oriented professional with excellent client coordination, Team leading skills.**
* **Worked with Requirements of technical skills like Java, .Net, SAP, BIGDATA, python, JYTHON, tableau, SERVICENOW, SHAREPOINT, Teradata, SQL, oracle, Web development, web designing, AWS (Amazon web services), DEVOPS, Cloud technologies, ERP etc.,**

**EDUCATION**

* Bachelors of Engineering 2011

NAGARJUNA College of Engineering and Technology

VISHVESHWARAYA Technological University

Specialization: Electronics and communication

* Pre University College 2003

BNES College

* SSLC 2001

PREETHI SCHOOL

**SKILLS**

* **Technical recruitment skills: Java, .Net, BIGDATA, python, JYTHON , tableau, SERVICENOW, SHAREPOINT, Teradata, SQL, oracle, Web development, web designing, AWS (Amazon web services), DEVOPS, Cloud technologies, ERP, SAP etc.,**
* **Typing speed: 38+ words per minute with 100% Accuracy**
* **Job portals Used: SIXTHSENSE, Monster, Career Builder, Dice, Indeed, ZipRecruiter etc.,**
* **ATS (Applicant Tracking System): Bullhorn, JOBDIVA.**
* **Social Networking sites used for sourcing: LinkedIn, Face book etc.,**
* **VMS (Vendor Management system) / Client Portals: People fluent, IQ Navigator, DCR, Search Pros, XRM, FIELDGLASS etc.,**
* **MS office: MS word, excel, PowerPoint, Outlook etc.,**

**PROFESSIONAL EXPERIENCE**

**ARCTERN Consulting / VOLT Workforce Solutions**

**January 2020 – January 2021**

**Senior US Recruiter**

**Responsibilities:**

* Responsible in End to End recruitment starting from sourcing till placements.
* Worked with clients: Boeing, Raytheon, NGIS, Northrop Grumman, SAIC (Aerospace) etc.,
* Responsible in Analyzing both IT and Non-IT Job Requirements.
* Sourced quality resumes from job portals like Monster, Zip Recruiter, Dice, Indeed, LinkedIn, Bullhorn and Career Builder.
* Screened resumes based on the client Requirements.
* Worked with all tax terms of US such as W2.
* Experienced in calling US Candidates and negotiating the pay rate according to the Requirement.
* Formatting resumes as per the client expectations.
* Researched new technologies from the Internet
* Long-term relationship with candidates, following-up with candidates, and managing candidate pipeline.
* Scheduling interviews, briefing, debriefing candidates before and after interviews.
* Assisting in generating leads from conversations with candidates.
* Posting job descriptions on job boards, tracking posting status and results.
* Consistently meet the performance metrics as defined by the manager of Recruitment.
* Provided reports and regular status updates to the manager of Recruiting and Hiring Manager as required.

**Sun Technology Integrators Pvt. Ltd.,**

**April 2017- September 2019**

**Senior US Recruiter / Account Executive**

**Responsibilities:**

* Responsible in End to End recruitment starting from sourcing till placements.
* Worked with clients: Lockheed Martin (Aerospace), Compass Group, ABBVIE(Pharma), Taylors corporation, GPC, NCR, Northrop Grumman (NGC), Macys, AT&T, Intel etc.,
* Performed Client Coordination with Account managers and Hiring managers.
* Handled / managed a team of 6 recruiters to achieve their monthly placement targets.
* Responsible in Analyzing both IT and Non-IT Job Requirements.
* Sourced quality resumes from job portals like Monster, Dice, Indeed, Sixth Sense and Career Builder.
* Screened resumes based on the client Requirements.
* Worked with all tax terms of US such as W2, 1099 and corp. to corp.
* Experienced in calling US Candidates and negotiating the pay rate according to the Requirement.
* Formatting resumes as per the client expectations.
* Researched new technologies from the Internet
* Long-term relationship with candidates, following-up with candidates, and managing candidate pipeline.
* Scheduling interviews, briefing, debriefing candidates before and after interviews.
* Assisting in generating leads from conversations with candidates.
* Posting job descriptions on job boards, tracking posting status and results.
* Consistently meet the performance metrics as defined by the manager of Recruitment.
* Provided reports and regular status updates to the manager of Recruiting and Hiring Manager as required.
* Develop and Manage strong consultative relationships with hiring managers and candidates.

**RAMSOFT Systems Inc.**

**Sep 2013- February 2017**

**Senior US Recruiter**

**Responsibilities:**

* Responsible in End to End Recruitment.
* Worked with clients like State of Michigan, State of Oregon, BECKTON Dickinson, Toyota, NGC, COMAU, Ally financial, Accenture, BCBS, Comerica Bank, AEP, McDonalds, Navistar, Lowes etc.,
* Responsible in Analyzing IT and Non-IT Job Requirements
* Sourcing quality resumes from job portals like Monster, Dice and Career Builder.
* Worked with ATS (Application Tracking System) like JOBDIVA, Bullhorn etc.,
* Screening the resumes as per the client Requirements
* Worked with all tax terms of US such as W2, 1099 and CORP to CORP.
* Experienced in calling US consultants and negotiating the pay rate according to the client Requirement.
* Formatting resumes as per the client needs.
* Researching new IT technologies and maintaining Long-term relationships with consultants.
* Contacting candidates, following-up with candidates, and managing candidate pipeline.
* Scheduling interviews, briefing and debriefing candidates before and after interviews.
* Assisting in generating leads from conversations with candidates.
* Posting job descriptions on job boards, and tracking posting status and results.
* Consistently meet the performance metrics as defined by the Director of Recruiting.
* Provide reporting and regular status updates to the Director of Recruiting and Hiring Manager as required.
* Develop, Manage strong consultative relationships with hiring managers and consultants.
* Follow up with the hiring manager of the client and candidate feedback throughout the interview process.

**TECHLINK Systems**

**Aug 2012- Aug 2013**

**US IT Recruiter**

**Responsibilities:**

* Responsible in End to End Recruitment.
* Worked with clients like Abbott labs, Johnson & Johnson, Sedgwick, Genentech, GE Electricals etc.,
* Responsible in Analyzing IT and Non-IT Job Requirements
* Sourcing quality resumes from job portals like Monster, Dice and Career Builder.
* Worked with ATS (Application Tracking System) like JOBDIVA, Bullhorn etc.,
* Screening the resumes as per the client Requirements
* Worked with all tax terms of US such as W2, 1099 and CORP to CORP.
* Experienced in calling US consultants and negotiating the pay rate according to the client Requirement.
* Formatting resumes as per the client needs.
* Researching new IT technologies and maintaining Long-term relationships with consultants.
* Contacting candidates, following-up with candidates, and managing candidate pipeline.
* Scheduling interviews, briefing and debriefing candidates before and after interviews.
* Assisting in generating leads from conversations with candidates.
* Posting job descriptions on job boards, and tracking posting status and results.
* Consistently meet the performance metrics as defined by the Director of Recruiting.
* Provide reporting and regular status updates to the Director of Recruiting and Hiring Manager as required.
* Develop, Manage strong consultative relationships with hiring managers and consultants.
* Follow up with the hiring manager of the client and candidate feedback throughout the interview process.

**Air Breeze India PVT. Ltd.,**

**Jan 2012- Jul 2012**

**HR Recruiter (Internal Hiring)**

**Responsibilities:**

* Recruiting consultants for internal hiring for the mechanical and production based job positions.
* Performed new employee onboard process.
* Maintained the Employee relationship and benefits like PF (Provident Fund), ESI etc.,