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**SUMMARY:**

* Recruitment professional with 9 years of experience in working various industries like IT, Non-IT, Energy, Engineering, Financial, Telecom, Healthcare etc.
* Clients Include Samsung, Asembia, ConnectiverX, Verizon, VMWare, Cisco, Google, Oracle, Yahoo, Johnson and Johnson, Allscripts, Bank of America, Wells Fargo, Apple, Novartis, Qualcomm, ESPN, Fidelity, CVS Health, Mayo Clinic, Staples, Office Depot, ExxonMobil, Kaiser Permanente, Pfizer, Northrop Grumman, State Clients and many more.
* Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference check, tracking, salary negotiations and closing. Working knowledge of H1, TN, OPT visas, US Citizens, Permanent Residents/GC. Worked on all tax terms i.e. W2, C2C and 1099. Successfully managed recruitment cycle independently including resource requirement gathering, sourcing, initial screening, shortlisting, pre and post interview follow-ups, negotiation, and closures.
* Well versed with managing multiple accounts at the same time. Providing with refresher training and mentoring Team. Proficient with job portals like Monster, CareerBuilder, Techfetch, Job Diva etc. Windows, MS Office (Excel, Word, Outlook, Power Point, Access). Strong, effective leadership and relationship building skills.
* Team Building & Leadership Qualities: a keen team worker who understand the dynamics of group behavior. A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills. Deliver under extreme pressure to meet expected Team quota on a daily, weekly, monthly & Quarterly basis.
* Responsible, loyal, reliable, and independent worker (leading a team) with high level of enthusiasm and creativity. Excellent communication skills, written & oral, with a flair for interpersonal communications. Self-motivated professional who achieves results and has superior ability to coordinate and perform several projects simultaneously.

**EDUCATION:**

* Bachelor of Technology from JNTU, Hyderabad, India.

**PROFESSIONAL EXPERIENCE:**

**Micro Intellects Solutions Pvt. Ltd. June 2018 – Present**

**Team Lead / Lead Recruiter**

**Responsibilities:**

* Leading a team of 15 members, Handled Full life cycle of recruiting that include end-to-end resources for client from understanding client requirements, sourcing our right candidates, technical interviews, Salary/Rate negotiations (W2, C2C, 1099), closing the deal and maintaining long term relationship with the client and consultant.
* Through exposure of recruitment in USA Market and various hiring process such as a Permanent and contract position Corp to Corp, Contract to Hire, 1099 & W-2 basis.
* Experience in negotiating salary/ rate/with U.S. Citizens, H1B, EAD and OPT.
* Experience in utilizing web recruitment tools (Monster, Dice, LinkedIn and Google, Yahoo, and other networking groups) personal database, reference, and other non-conventional methods of resource.
* Proven ability to self-manage multiple positions by sourcing, screening, qualifying, coordinating interviews, negotiating, and closing candidates.
* Utilize a collaborative consultative approach and demonstrate a commitment to exceeding client expectations.
* Generate qualified candidates through cost-effective efforts (i.e., alternative sourcing). Utilize a resume database and internet research for sourcing and tracking of all candidates.
* An effective communicator with skills in devising & implementing innovative strategies & contributing towards growth of the company.
* Prepared and shared Monthly reports with Senior Management to analyze marketing/profit statistics.

**System Soft Technologies May 2017 – May 2018**

**Team Lead / Lead Recruiter**

**Responsibilities:**

* Leading a team of 10 members, having a thorough exposure of recruitment in USA Market and various hiring process such as a Permanent, full-time, direct-hire, Contract to Hire and contract opportunities.
* Daily interaction with Clients, assigning requirements immediately as soon as they are released from the clients. Be able to assign the requirements to the right recruiters as per their skills set.
* Good exposure on USA-Tax-terms like W-2, 1099 and Corp-to-Corp. Strong in technical screening of consultants to full-fill the exact skills to a job.
* Experience in negotiating salary/ rate/with U.S. Citizens, H1B, EAD and OPT.
* Experience in utilizing web recruitment tools (Monster, Dice, LinkedIn and Google, Yahoo, and other networking groups) personal database, reference, and other non-conventional methods of resource.
* Proven ability to self-manage multiple positions by sourcing, screening, qualifying, coordinating interviews, negotiating, and closing candidates.
* Continuously explored new recruiting sources, job boards, and forums to assist the recruiters in growing their candidate pools. Strong in working all kinds of IT technical, non-technical and management requirements.
* Working closely with State Govt. Clients, finance clients, federal clients, and many other clients.
* Single point of contact for the Hiring Managers and MSP POCs. Reaching out to MSP vendors and hiring managers seeking feedback on our submissions and interviews.
* Closing the offers with the candidates; negotiation of the pay rates. Active participation in client calls with the hiring managers and getting critical insights to the open jobs.
* Verifying for the availability and best time with consultant for the interview and lining up the interviews.
* Prepping up the candidates for Phone and Onsite interviews by providing them with Client Managers’ details, insights on the job details and previous highlights/information in the given client department.
* Good experience in various ATS tools like Bullhorn Conrep, Zoniac, Total talent and Zoho Recruit.

**ACT Oct 2015 – April 2017**

**Team Lead / Lead Recruiter**

**Responsibilities:**

* Leading a team of 6 members with daily interaction with Clients for requirements and regular follow up on submissions and interview schedules.
* Assigning requirements to team members, helping them in every requirement queries.
* Sourcing, screening, qualifying, referral checking, recruiting, and selecting candidates for full-time and contractual staffing needs submitting resumes, scheduling interviews, and closing.
* Engaged with management and end-customers to identify long-term and short-term talent needs, create strategies, and develop job specifications.
* Maintained and aligned candidate pipeline to business objectives. Maintain reports for daily submissions and prospects.
* Sourced, identified, engaged, interviewed, and coordinated qualified candidates.
* Handle US based clients, References, Candidate Relationship Management, Internet sourcing, Resume database management.
* Developed compensation packages, negotiated terms, presented offers, and successfully closed candidates.
* Worked on various requirements and submitted quality profiles to Client.
* Reviewed and selected sourcing tools and applicant tracking systems.
* Built resume repository and maintained applicant information internal DB.
* Personally identified, solicited, and closed technical opportunities.

**ACT Oct 2013 – Sep 2015**

**Sr. Technical Recruiter**

**Responsibilities:**

* Handled Full life-cycle recruiting that include end-to-end resources for client from understanding client requirements, sourcing our right candidates, technical interviews, Salary/Rate negotiations (W2, Corp 2 Corp and 1099), closing the deal and maintaining long term relationship with the client as well as consultant to ensure he completes the project successfully and get back to our company; also to extract some prospective referrals.
* Establish, develop, and maintain strong relationships with reputed clients/vendors.
* Through exposure of recruitment in USA Market and various hiring process such as a Permanent and contract position Corp to Corp, Contract to Hire, 1099 & W-2 basis.
* Experience in negotiating salary/ rate/with U.S. Citizens, GC and H1’s.
* Experience in utilizing web recruitment tools (Monster, Dice, LinkedIn and Google, Yahoo, and other networking groups) personal database, reference, and other non-conventional methods of resource.
* Sourcing, screening, qualifying, referral checking, recruiting, and selecting candidates for full-time and contractual staffing needs submitting resumes, scheduling interviews, and closing.
* Utilize a collaborative consultative approach and demonstrate a commitment to exceeding client expectations.
* Generate qualified candidates through cost-effective efforts (i.e., alternative sourcing). Utilize a resume database and internet research for sourcing and tracking of all candidates.
* An effective communicator with skills in devising & implementing innovative strategies & contributing towards growth of the company.
* Experience with requirement tracking system and employee workflow system.

**ACT Oct 2011 – Sep 2013**

**IT Recruiter**

**Responsibilities:**

* Responsible for full life cycle of recruitments like Sourcing, short listing, conducting telephonic Interviews, line up candidates.
* Excellent in finding the right people with right skill set for the right positions at the right time.
* Worked on Job boards like Monster, CareerBuilder, Job Diva, Indeed, Bullhorn Reach, Handling end to end recruitment of IT.
* Understand the requirement of our various clients. Developed appropriate sourcing strategies for each role.
* Sourcing, screening, qualifying, referral checking, recruiting, and selecting candidates for full-time and contractual staffing needs submitting resumes, scheduling interviews, and making sure placements.
* Solicit candidate feedback throughout the interview process.
* Providing report and regular status updates to the immediate.
* Format the candidates resume before submission to client in company’s format.
* Involves understanding of clients' requirements-job specifications, job description.
* Conducting preliminary interview with the consultants to check their expertise on various skill sets, and qualify the consultant for the appropriate requirement
* Coordinating with the client and candidates throughout the recruitment process till the Candidate joins the company.
* Negotiating with the consultant on relocation & cost factors, submit the profile to the client.
* Check the availability of the Consultant and Schedule the interview process.
* Constant follow-up with Accounts Manager, for the feedback, follow-up with all paper works, constantly maintaining my database.

**PERSONAL DETAILS:**

Nationality: Indian

Passport: Holding Valid Passport

Languages: English, Hindi, Telugu

Current Location: Suncity, Hyderabad, 500086.