**Vivek Jannaram**

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**Summary:**

* Having Around 3 years of US IT experience Resourcing US experience and excellent knowledge of hiring process including sourcing, interviewing, reference checking, applicant tracking and closing.
* Performed full recruiting life cycle including sourcing, screening resumes, phone interviews, background/reference checks, negotiating offers to on-boarding.
* Interviewed prospective candidates and educated candidates on process.
* Negotiated with candidates, extend offers, provided compensation, facilitated the placement of candidates and solicited referrals of top talent in the area.
* Provide support to higher level management to participate in interactions, feedback and welcome candidate when they are hired.
* Updated and tracked candidates in accordance to company’s standards.
* Submitted qualified candidates to open job requirements.
* Effective in sourcing, networking, referral generating, strong negotiating and closing skills.
* proficient in using job boards like Dice, Monster, CareerBuilder, TechFetch and LinkedIn etc.

###### Education:

* B.Tech in Trinity College of Engineering & technology(2018)

**Professional Experience:**

**Infinity Tech Group Inc., Hackensack, NJ Oct 2019 - Present**

**Role: US IT Recruiter**

**About Infinity:** Founded in 1999, Infinity Tech is a women-owned, global technology resource provider that is slowly changing the way corporate technology solutions and services are delivered. Infinity is an experienced IT Solution & Service provider that has built a heritage of working with clients from diverse industries across the globe for more than 19 years. Our organization is driven by the people-first mantra and our mission has always been to prefer building relationships over building the bottom line. At Infinity, we bring to our clients, who are also our partners in success, the expertise, talent, and methodologies needed to elevate our shared potential to the next level of achievement.

**Responsibilities:**

* Source and screen potential technical candidates for current and future passions.
* Working with candidates to fully understand their technical proficiencies to assist in making the “perfect placement”.
* Sourcing consultants via various job portals like Dice.com, Career builder, Corp-Corp, monster, Vendors contacts, User Groups, Candidates Pool and Database, Etc.
* Initiating communications by cold calling, email, personal network and database to different corporations to create a very good third-Party relationship
* Expertise in search techniques (Boolean Strings) in various search engines
* Screening candidates to ensure their skills, experience and knowledge meet open passions
* Negotiating hourly rates with consultants according to employer profit margin for contract placements (C2C/1099/W2).
* Interviewing qualified consultants and assessed their skills (per client request), for contract, contract to hire, full time (Perm) placements across US.
* Establishing and maintaining a good relationship with employees, vendors and the clients
* Posting job requisitions on website and job boards
* Sourcing databases (internal, Monster, Dice, LinkedIn, vendor, Google groups etc.) for qualified candidates
* Interviewing prospective candidates via phone to discuss position requirements.
* Checking references, past employment history, as well as education verification as necessary
* Assisting candidates in the creation of effective resumes
* Submitting candidate resumes to hiring manager and maintain job requisition status.

**JJ Staffing Pvt Limited. Hyderabad, TS Feb 2019-Oct 2019**

**Technical Recruiter**

**Responsibilities:**

* Responsible for full-cycle recruiting: interview, offer, negotiation and closed candidates for assigned requisitions.
* Experience in recruiting US citizens, Green cards, H1B, OPT’s, and TN visa holders on the tax terms (W2, Corp to Corp and 1099).
* Sourcing from Job Portals (Monster, Dice, CareerBuilder, TechFetch, Prohires, Linkedin), Making job postings on the Job Portal.
* Screening and short listing the resumes according to the job description.
* Responsible for Coordinating fulfillment of other formalities such as background check, drug test etc leading to joining post placement.
* Responsible for achieving a good conversion ratio of submittals into interview and placement.
* Responsible for Strategy Development process which includes understanding client requirements & mapping the relevant targets.
* Posting various job requirements &amp; sending mass mails.

**G&K Supports and services Pvt. ltd, Hyderabad, TS Feb 2018 to Jan 2019**

**US IT Recruiter**

**Responsibilities:**

* Got an hands on experience in end to end technical recruitment process across IT Technologies.
* Experience in recruiting US citizens, Green cards, H1B, OPT’s, and TN visa holders on the tax terms (W2, Corp to Corp and 1099).
* Sourcing profiles for experienced candidates as per job specification and skill set from various job sites
* Experience in identifying potential candidates through Dice, Tech Fetch, Monster, Internal Database
* Having preliminary discussion with candidate over telephone in order to judge the candidates suitability, technical Skills, attitude, academic &amp; professional qualification, experience.
* Screening and short listing the resumes according to the job description.
* Briefing the candidates about the job role, salary package, organization, Job Location.
* Help schedule and arrange the interview with the client panelists and the candidate.
* Gather feedback from the client and follow up with the selected candidates, keep track on their joining dates and relocation
* Monitoring the candidates till they joins the company.
* High levels of skill and motivation to search the talent for complex technical requirements.
* Posting various job requirements &amp; sending mass mails.