**Vinay Kumar T**

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**Objective:**

* Aspiring for a job in a growth-oriented organization, where my recruiting experience and organization skills can be used for making a positive contribution in the human resources department by putting in maximum efforts.

**Professional Summary:**

* A professional with over 06+ Years of experience in US IT Recruiting, Business development, and Marketing
* Working for IT and Government Sector giants of USA, majorly working on Full Time, Contract & Contract-to-Hire opportunities with a proven record of successful placements.
* Results oriented Technical Recruiter with extensive experience in full life-cycle recruiting - sourcing, screening, interview-setting, negotiating, closing, on-boarding
* Strong communication, interpersonal and presentation skills with attitude towards professional and personal life

**Work Experience:**

**CNET Global Solutions Inc, Warangal. Feb’ 15 – Till Date.**

**Sr. IT Recruiter**

**Responsibilities:**

* Experience in USA Staffing / Recruitment, strong understanding and ability to recruit in all levels of the organization from entry level to corporate staff.
* Involved in all part of recruitment activities.
* Good understanding of work visas like H1B, EAD, GC, TN and US citizens and have worked on all tax terms like 1099, W2 and C2C.
* Proficiency in resourcing US candidates for information technology from junior to senior position through search engines (Monster, Dice, CareerBuilder etc.,) networking and database.
* Expertise in full recruitment life cycle in IT staffing-Contract, Contract-hire, and Permanent Placements in US Staffing.
* To identify the resume that matches the client requirements, through Job portals, Vendors, Contacts, Database, Third Parties and posting the requirements on the Web sites.
* Thorough preliminary screening of the candidate to evaluate various parameters like education, experience, technical skills, communication skills, salary, etc.
* Interviewing the candidates in USA regarding their experience, technical skills, communications skills, availability for project, Salary (Hourly/ Annual) negotiations, to achieve equilibrium between rate quoted by consultant and rate offered by client.
* Interaction with US Citizen, GC, EAD & H1B candidates via telephony, understanding profile, making them understand job role, taking preliminary interview, and confirmation for forwarding their resume to relevant client.
* Get the requirement from account manager and submit right candidates, reporting directly to Account Manager getting feedback, daily update on requirements, submission and sending daily report.
* Experience in handling the requirements of international direct and implementation partners.

**Clients**: Mphasis, Cigna, TWC, Infosys, AT&T, Techm, UHG, Charter Comm.

**Soft Think Solutions Inc. Warangal. Jun’ 14 - Jan’ 15.**

**IT Recruiter**

**Responsibilities:**

* Responsibilities like screening the resume according to the client requirements and
* Contacting the candidates, discussing the requirement and finding their comfort level.
* Getting confirmation from the candidates and submitting the profiles to clients.
* Scheduling the interviews to the candidates and Sending letter of interviews through E-mails.
* Doing follow-up calls.
* Preparation of Weekly and Monthly report relating to Interviews with number of interviews happened, Offer Made and Candidates Joined.
* Responsible for full-cycle Recruitment & Placement.
* Specialized in most of the IT oriented skills and open for any challenging requirements.
* Dedicated work ethic and strong skills in time management, prioritizing tasks and meeting deadlines
* Initial Screening of the candidate to check their soft skills and technical fitment.
* Maintaining monthly reports and entire database covering the whole life cycle of the recruitment
* Conducting the preliminary telephonic interview to understand candidate’s competencies, like: interest towards the job, technical skills, qualifications, etc., for determining their suitability to match business requirement, & making them understand their roles & responsibilities.
* Handling End-to-End Recruitment Life Cycle.
* Sourcing relevant profiles from job portals, job postings, walk-ins, database, mass mailing, employee referral, groups etc.
* Organizing Face-to-Face interview or telephonic interview and setting up of the technical panel.
* Initiating the offer making process and negotiation with salaries
* Following up with candidates to confirm the joining date.
* Maintaining resume database, trackers and reports.

**Educational Qualification:**

* B. Sc (Comp Sci) – Kakatiya University, 2007-2010