Srujan

✉ Srujan.3798405@2freemail.com

**CAREER OBJECTIVE:**

Manage and maintain a high-quality contact database of IT professionals.  Dedicated to helping companies to attain their mission, vision and goals through exemplary staff strategy and selection.  Strong expertise in Entire Recruitment Life Cycle which includes Profile Sourcing, Screening, Interview scheduling, Selection, Closure, Pre/Post Offer Follow up.

**PROFESSIONAL EXPERIENCE:**

* Around 2 Years of extensive international marketing experience in IT Staffing as a technical Sales recruiter.
* Good negotiation skills on Tax Terms (W2, 1099, C2C)
* Complete knowledge on recruiting full life cycle: Resume marketing, interview scheduling, placement, follow up for time sheets.
* Techniques include database maintenance, internet search, group postings and social networking.
* Complete Recruitment Life Cycle Experience.

**Sapot Systems INC., Hyderabad** **September 2017-February 2018**

Role: Recruiter

**Description:**

Sapot Systems is a Leading Award winning Software Solution Development and Information Technology Consulting Company which provides Services to many Businesses around the United States led by certified professionals with expertise in Research, Design, Development and Delivery of high-end Technology Solutions. Our core competency, developed through extensive worldwide exposure to a variety of business processes, industries, and technologies, lies in providing client focused Business Consulting and Re-Engineering of IT Services.

**Roles & Responsibilities:**

* Source, screen, and conduct in-person interviews & schedule candidates for interviews.
* Identify, make initial contact, and complete phone screens and choose potential candidates to submit to clients.
* Negotiate between candidates and employers for salary, benefits, bonuses, etc for Full time positions as well as for contract positions.
* Negotiate and close candidates on hourly rates before presenting to Client.
* Articulate job offers and drive candidate towards acceptance.
* Update management about recruiting activities and status on a regular basis.
* Distributing the requirements to particular vendors. Drive end to end Recruitment process from sourcing to selection, salary negotiation & rolling out the final offers till candidate joining by signing the NCA,MSA.
* Responsible for working closely working with the functional/business head and other key managers to develop recruitment plan in line with the approved business plan and execute the same / achieve the desired results.
* Effective use of various modes of Sourcing like Employee Referrals, Built up Database, Job Portals like Techfetch, Onblick, Monster, Dice and Social media like Linkedin for identifying the potential candidates.
* Short listing the candidates as per the requirements of various parameters like education, experience, technical skills, communication skills, compensation etc.
* Scheduling telephonic, Personal interview to the shortlisted candidates.  Working closely with the technical manager for the interview schedules.
* Continuous follow up with offered candidates to ensure offer to on-board conversion.

**Singular Analysts inc., Hyderabad June 2016 – August 2017**

**Role:**Business Development Executive

**Description:**

Singular Analysts Inc is a software development and IT consultancy services offering wide range of cost effective software development work and client specific IT consulting services. Singular Analysts Inc offer end-to-end IT consulting services using the best practices which are responsive, very adaptive and fits for our client needs. Singular Analysts Inc delivers the Information Technology and Product Engineering Services required to meet the specific needs of individual clients. Our industry experience, allows us to understand the challenges that are unique to your organization.

**Roles & Responsibilities:**

* Strong leadership, negotiation, problem solving and team building skills as well as confident marketing techniques.
* Checking for the right requirements that matches our consultant profiles posted on Dice and monster and the requirements comes from vendors.
* Negotiating the rates with the vendors.
* After the client submission, checking for updates with vendors and updating to my consultants.
* Explaining Negotiation compensation packages, assessing relevant experience, education, skills, qualification to determine pay type/rate, relocation benefits for the consultants.
* Screening the profiles, short listing candidates, coordinating interviews and ensuring that resource needs for various projects are met within stipulated timeframe.
* Very Good working Knowledge and Dealing with consultants on H1B, GC and CITIZEN, etc. Negotiating the rates on Contract, Contract to hire basis.
* Meeting Team targets in time and ensuring smooth recruitment process.
* Submitting timely and accurate qualified candidates to clients.

**EDUCATIONAL QUALIFICATIONS:**

* Bachelor of Technology C.S.E in Avanthi institute of Engineering and Technology, Hyderabad. Jawaharlal Nehru technology University(JNTU) 2016 with 58.90%.
* Intermediate M.P.C in Sri Gayathri junior college, Bachupally, R.R.Dist. Board of Intermediate 2012 with 76%.
* SSC Vijay High School, Nizamabad Board of Secondary Education 2010 with 69%.

**TECHNICAL SKILLS:**

**Operating System:** Windows XP,7,8, UNIX and Linux

**Tools:** Microsoft Office (2003, 2007 & 2010), MS-excel & MS-PowerPoint.

**Programming Languages**: C, C++, Core java and advanced java.

**PERSONAL SKILLS:**

* Good Communication Skills.
* Committed to my work.
* Can work under pressure.
* Can adjust to any situation regarding to my work.

**EXTRA CURRICULAR:**

* Organized “Poster presentation” event conducted at tech-resonance 2015, at Avanthi institute of eng & tech.
* Trained in “Android technology” at Techno soft solutions Pvt ltd conducted at “Avanthi integrated campus”.

**PERSONAL DETAILS:**

Date of Birth : 22 June 1995

Marital Status : Unmarried

Nationality : Indian

Language known : English, Hindi and Telugu

Place of Issue : Hyderabad, India.