**K. Praveen kumar**

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# : praveeen.recruiter@gmail.com

**Objective**

Seeking to obtain a challenging position that will provide me an opportunity to make a strong contribution to the organizational goals through continued development of my professional skills.

**Skills and Abilities**

* Innovative thinking and strong problem solving and analytical capabilities
* Proven ability to work efficiently in both independent & collaborative environments with Excellent interpersonal and communication skills.
* Self Starter, Self Motivated & Quick Learner.

**PROFESSIONAL SUMMARY:**

* Having 4 years of experience in US Recruitment industry.
* Involved in Full Cycle Recruitment involving sourcing, Identifying, and Interviewing, Screening, Formatting and placing personnel in quick turnaround time in contract, contract-to-hire and permanent positions in the Information Technology industry throughout the United States.
* Working in Recruiting
* Good experience in bringing H1 Transfers and OPT Hiring and W2’s
* Strong at negotiating the rates.
* Worked extensively on different job portals such as Dice, Monster, and corp- corp, job-diva.
* Ability to work effectively in high-pressure environments. Recruited resources in various technologies.
* Excellent working Knowledge of Windows 2000/XP/NT/98/95 platforms. Excellent hands-on experience with MS Office.
* Strong interpersonal and communication skills, creativity, excellent attitude towards teamwork and common goals achievement.
* Maintained an Excellent Database of my own of the Potential Consultants.
* Excellent Relations with the Vendors.

**PROFESSIONAL EXPERIENCE:**

**IMCS Group Inc ., Feb 2014 – Till Date**

**Role : Sr . Technical Recruiter**

**Responsibilities:**

* Getting the requirement from the Accounts Managers.
* Understanding and analyzing the requirements in different skill set categories
* Searching my own database, if I have anyone available for that requirement.
* Maintaining good rapport with the vendors and contacts.
* Searching the Jobs in portals such as Dice, Indeed and Monster, Corp-Corp.
* Selecting the consultants who fit for the requirement.
* Convincing the candidates on the respective offers, terms and conditions of the firm.
* Getting the resumes from the consultant and formatting the resumes into our company format and sending it to the respective Accounts Manager.
* Coordinating Scheduling & Conducting Interviews.
* Getting the feedback from the Vendors on the resume and Updating the Consultant on the feedback.
* Keeping Track of Responses & Short listing Profiles.

**Nihaki systems Inc.,** **OCT 2010 – Feb - 2014**

**Role : Sr. Technical Recruiter**

Nihaki Systems : is a leading software solutions and product development company catering to diverse industry segments. We develop, deliver and support industry specific solutions and enterprise wide applications to our customers spread across the world. We employ the best people, practices and methodologies, supported by a flexible delivery model, to provide strategic IT solutions and render value added services that help clients respond quickly to their business opportunities. We partner with our clients to enable them to stay ahead in the technology adoption curve and to develop and protect their Intellectual Property Assets.

Today, Nihaki Systems has positioned itself globally with its technology foresight to provide sophisticated products, solutions and services with commitment, performance, delivery and customer delight as the driving forces.

Our consistent growth has been a result of our unique business model and integration of people, processes and technology. We have continually demonstrated our commitment to develop cost-effective, quality products and custom-applications built on strict time-lines by adopting industry standard processes.

Nihaki System’s is a Excellence Groups embrace new technologies as they emerge to provide clients with solutions that give them a competitive edge in their businesses. Leveraging our strengths in Research & Development and expertise in Component Based Application Development, we have been successfully providing our global clientele with Product Development Outsourcing services and R&D Outsourcing services.

We harness the power of technology to develop end-to-end technology solutions to face the real-time challenges in the fields of Insurance, Finance and Banking, Retail and Distribution, Utilities and Energy, Telecom, Consumer Electronics and Healthcare.

In addition to industry focus, we deliver solutions that can power customer's success in the areas of e-Business, Knowledge Management, Customer Service Management, Business Intelligence, Embedded systems, Security and Mobile technologies.

Using our global delivery model and a combination of Onsite, Offsite and Offshore resources, we provide cost-effective solutions and help organizations increase the returns on their IT budgets. Nihaki Systems leverages its strengths in R&D and expertise in product development methodologies, to provide customer's access to cutting-edge technologies and the advantage of innovation, efficiency and effectiveness.

**Responsibilities:**

* **Used to work on Corp to Corp, Green Cards and EAD’S.**
* **Worked on different technologies like ETL/ Informatica/QA/BA/.Net/Java/SAP/BO Etc.**
* **Understanding and analyzing the requirements in different skill set categories.**
* **Strong at negotiating the rates.**
* **Sourcing Candidates according to the requirement given by various companies**
* **Direct phone sourcing, vendor network and referral.**
* **Building and Managing Client & Vendor Relationship**
* **Experienced in generating effective client leads**
* **Responsible for adding good clients every month and ability to retain existing clients**
* **Responsible for bringing quality business to the company**
* **Follow-Ups & interacting with clients on a daily basis to get updates on the Status of resources as well as new requirements**
* **Work closely with Hiring Managers to develop position profile and to understand overall needs and requirements. (Description, salary, timing, expectations, etc)**
* **Develop and Manage strong consultative relationships with hiring managers and candidates.**
* **Solicit and document hiring manager and candidate feedback throughout the interview process.**
* **Disposition all candidates personally contacted in recruiting cycle (phone screen or higher manager interview).**
* **Provide reporting and regular status updates to the Director of Recruiting and Hiring Manager as required.**
* **Contacting candidates, following-up with candidates, and managing candidate pipeline.**
* **Scheduling interviews, briefing and debriefing candidates before and after interviews.**
* **Screening the Data Bank (Job Posting Response)**
* **Have good knowledge of total recruitment lifecycle and have knowledge on Corp-2-Corp, 1099 and W2, CTH.**

**EDUCATIONAL QUALIFICATION:**

* Graduation from HRD Degree college Narayanguda
* Intermediate(CEC) from Wesley Jr. College, Secunderabad
* S.S.C. from MNR Indo English Residential School, Miyapur

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| **Hobbies:** |

1. Playing Cricket.

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| **Declaration:** |

I hereby declare that the information furnished above is true to the best of my knowledge.

**Place: Hyderabad**

**Date: Sep -25 - 2014 (praveen k )**