**SWATHI**

E Mail: [swathi6487@gmail.com](mailto:swathi6487@gmail.com)

**OBJECTIVE:**

* Having 2 years of experience in US IT Staffing and Recruitment, Understanding requirement, Sourcing, Internet Research, Resume Formatting, Rate Negotiation, Screening, Interview scheduling, and closing the positions.
* To obtain a challenging position in the field of recruitments and have the opportunity to work with professional enthusiastic individuals who strive for excellence and growth.

**PROFESSIONAL SUMMARY:**

* Technical recruiting with major focus on sourcing, screening, short-listing and recruiting.
* Possess strong technical/business acumen and understanding of technical requirements; deep sourcing skills and experience sourcing passive candidates; excellent candidate assessment skills.
* Having experience in the area of IT Recruitments on Permanent, Contract, & Contract to Hire.
* Responsible for the full cycle of recruitments Which includes Client Interaction along with good amount of Sourcing, Screening, Scheduling the Interviews, Negotiation (With Clients and Candidates) and Closing the positions in given time .
* Experience in handling recruitment at different levels of Software professionals on multiple skills.
* Proven success in hiring middle & senior level technical resources across the different skill sets like .Net, Java, Testing.
* Hands on experience in full life-cycle recruitment including sourcing, acquisition strategies, talent pipeline management, on-boarding, and staff retention
* Working on C2C (Contract), C2H (Contract to Hire) and Fulltime/Permanent positions.
* Monitoring the Technical Recruiter to identify the suitable candidate
* Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
* Have experience in dealing with all kind of visas (Citizen, GC, EAD, TN, and H1B)
* Have knowledge of all the Tax Terms (W-2, Corp-Corp and 1099).
* Good Verbal and Written Communication Skills.

**EDUCATION:**

* Bachelor of Electronics and Communication Engineering (BTECH 2010-14) from JNTUH.
* Intermediate from Board of Intermediate Education (2008-10), In M.P.C.
* S.S.C from Board of Secondary Education, in March, 2008.

**WORK EXPERIENCE:**

**Company: INOVEA Inc (**Tanishk Associates**)**

**Role: Sr. Technical Recruiter**

**Duration: Sep 2015 -Present**

**Description:**

Inovea is a specialized Software Product Engineering Services provider. Inovea, with a cumulative senior management experience of over 100 years in the IT industry, is promoted by technology leaders honed in the valley. Inovea provides comprehensive product engineering lifecycle services for software product companies – from product conceptualization, specifications, architecture, and design to the entire product development, testing, implementation, maintenance and support

**Job Responsibilities:**

* Sourcing candidates through various avenues- Internal Database, job portal, Employee Referrals, Vendors, Linked In , Monster, etc.,
* Working on End to End recruitment process.
* Posting and advertising the Jobs on the various sites.
* Interacting with vendor and getting the work done within the time.
* Preliminary screening/short-listing the right qualitative profile against the given requirement.
* Closing the positions as per recruitment cycle time.
* Scheduling technical / Final Interviews either with the Technical Panel or with the Management Group and follow up on the feedbacks.
* Co - Coordinating with the Technical Panel & the Manager regarding the requirements, Interview.
* Following up with the candidate after the offer is made till they come on board.
* Acquiring periodic feedback from clients regarding selection/rejection of the candidates.
* Taking feedback from the clients immediately after the interview and maintaining proper documentation of the selection list.
* Briefing candidates about job specifications, role, responsibility, growth prospects, and organizational hierarchy of the client, etc.
* Ensuring a smooth communication flow between the client and candidate and ensuring a timely joining of the candidate.

**Company: RWG America Inc (Zumpu Software Solutions)**

**Role: Technical Recruiter**

**Duration: MARCH 2014 – Aug 2015**

**Description:**

RWG America is the leader in technical recruitment and staffing by the means of Sales Process Outsourcing (SPO) and Recruitment Process Outsourcing (RPO). With the experience of more than 10 years in the technical recruitment, RWG America is proud to provide hundred percent service satisfaction to our varied range of clients.

**Job Responsibilities:**

* Working on End to End recruitment process.
* Sourcing candidates through various avenues- Internal Database, job portal, Employee Referrals, Vendors, Linked In , Monster, etc.,
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**PERSONAL INFORMATION:**

Name : P. Swathi

Father’s Name : P. Bala krishna

Gender : Female

Marital Status : Single

Nationality : Indian

Languages Known : Telugu, English, and Hindi

**MY FLAIRS:**

Good communication skills and ability to work in team with good Co-operation and Co-ordination. Willingness of Knowledge Sharing.

**Place: Hyderabad Signature**

**Date:**