NAVEEN KUMAR PAILA

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**9703932768**

**Summary**

* A highly dynamic and dedicated Technology Recruitment Professional with more than 4+ years of experience in full life cycle recruitment and hands-on US Recruiting.
* Responsible for handling the entire recruiting life cycle such as requirement gathering, sourcing, screening, contacting, confirming, interviewing, and placing the qualified consultant based on client requirement.
* Ability to manage multiple priorities and work independently.
* Excellent client relationship management skills and Vendor Management.
* Proven time management skills within a deadline driven environment.
* Ability to make sound business decisions.
* Excellent interpersonal, convincing, analytical and problem solving skills.
* High experienced with MS Office tools including Outlook, Excel and Word.
* Having experience on ATS Tracking system like Job Diva.
* Utilization of job sites in finding the right candidates (Monster.com, Dice.com, CareerBuilder.com).
* Excellent proficiency in vendor networking, Internet search and Internal Database.
* Pre-screening of potential consultants in terms of their qualification, technical skills, availability, work experience, reference checks and remuneration etc.

**EDUCATION:**

* M.C.A-Masters in Computer Applications Avanthi Institute of Engineering and Technology, JNT University, Kakinada
* B.sc – Hotel management and tourism Sun Institute of Hotel Management, Annamalai University, Visakhapatnam

**PROFESSIONAL EXPERIENCE:**

**ApTask Inc June 2018 – Till Date**

**Senior IT Recruiter**

**Responsibilities:**

* Searching the right candidates for the position by understanding the technology and the project domain using jobs sites like DICE, MONSTER and CORP-CORP.
* Screening profiles, contacting candidates checking VISA Status, communication Skills, Current Salary and expectations etc.
* Expertise in making calls and maintaining good relations with Consultants Verifying their flexibility with the requirement and negotiating salaries.
* My job includes- resourcing profiles, screening of resumes, and negotiating salaries from the consultant’s employers VENDORS
* My strength was headhunting & point resourcing.
* Worked on multi requirements at a time with satisfying results.
* Screen consultants based on job description, checking consultant’s in depth knowledge of relevant technology, functional skills, behaviorally attributes, job history, geography, ability to travel, and other relevant qualities.
* Check consultant’s suitability from geographical, salary & technical point of view.
* Responsible for Negotiating the rate part and taking the rate confirmation from the employers or consultants.
* Schedule interviews for the qualified candidates.
* Negotiated billing rates on 1099, Corp-Corp for consultants and their prospective client companies according to applicant skill level & job offer.
* Keeping track of candidate for future references
* Used internal database for candidate tracking, interview and hiring process
* Negotiate and extend offer letters to selected candidates.

**Deegit Inc Jan 2017 – Feb 2018**

**US IT Recruiter**

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**Intone Networks Inc. Jan-2016 to Nov-2016**

**US IT Recruiter**

**Intone Networks Inc.** is one of the leading providers of integrated businesses, technology and process solutions on a global delivery platform. With delivery centers in the US and India we combine a unique onsite/ offshore delivery model infused by a distinct culture of customer satisfaction

**Roles and Responsibility**

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**Achievements**

* Presented a Paper on “Mobile Computing” in SANKETIK-SAMAHAR event held in Avanti College of Engineering.
* Participated in the workshop event which is held in Miracle college of Engineering

**Place: Hyderabad Naveen Kumar Paila**