**--------------------------------------------------------------------------------------------------------------------------**

**Objectives:**

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

**Summary:**

* 4.9 Years of total experience in Recruiting and bit in sales, IT Staffing Companies.
* Involved in full cycle Recruitment involving sourcing, identifying, and interviewing, screening and placing personnel in quick turnaround time in contract, contract with hire and permanent positions.
* Possess knowledge of sales and recruiting processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
* Understanding the client requirements, coordinating for short listing and screening including preliminary interview of the candidates.
* Highly organized and able to manage multiple tasks at once.
* Good Team player with Interpersonal, good verbal and oral communication skills in English.
* Familiar with Recruitment End-End Process and maintaining databases.
* Dealing with consultants, Negotiating the rates on Contract, Contract to hire basis.
* Hands on experience with job sites such as Naukri, Monster, Techfetch, Laddar etc.
* Keeping Track of Responses & Short listing Profiles.

**Areas Of strength:**

* Multi-location recruitment
* Applicant tracking System
* Offer Negotiation & closing
* Database creation & Maintenance

**Work Experience**

**HUSYS CONSULTING PVT LTD**

**CLIENT : INDEED**

 **Working as DOMESTIC IT RECRUITER AUG 17 – JAN 20**

Roles and Responsibilities:

* Recruited candidates within INDIA with expertise in Information Technology, Computer Science & Engineering.
* Expertise in recruiting major technologies used in INDIA.
* Sourced potential candidates through job portals, networking, staffing companies, employee referrals and head hunting in target software companies**.**
* Participated in weekly review meetings focusing on troubleshooting difficult positions and managing customer issues.
* Created alliances with other firms for streamlining the supply of much needed technical intellect.
* Responsible for maintaining data bank, identifying in-demand technologies and proactively building relations with potential candidates sourced through hunting on job portals .
* Telephonically pre-screened candidates to obtain position desired, pay rate, and location.
* Screened, cold-called, and qualified candidates utilizing position specific matrix, prepared and formatted resumes for presentation to Primary vendor, submitted top candidates through client online submittal process, prepped candidates for client interviews and negotiated offers.
* Having good Experience in searching the candidates for the positions and handling END- END recruitment process.
* Worked on the IT and Non-IT Requirements and closed the positions.
* Assigned the tasks of sourcing suitable candidates for different positions.
* Handled the tasks of maintaining proper records of the candidates in the database system of the organization.
* Assigned the tasks of evaluating the abilities of candidates for particular positions.

 **Avants System**

 **Working as IT Bench sales Recruiter Jun16 – May 17**

* Having good Experience in searching the candidates for the positions and handling END- END recruitment process.
* Worked on the IT and Non-IT Requirements and closed the positions.
* Handled the tasks of maintaining proper records of the candidates in the database system of the organization.
* Maintained constant communication with Hiring Managers for completing recruitment process and procedures.
* Assigned the tasks of evaluating the abilities of candidates for particular positions.
* Made initial contacts, scheduled and conducted full interview cycle, checked references and submitted for the matching position.
* Negotiated salaries and hourly rates, extended offers of employment to successful candidates and filling all the necessary paper work after the hire with my Manager.
* Involved in negotiating the salary between the client and the candidate.
* Keeping Track of Responses & Short listing Profiles.Identify candidates with the right skills to match the US clients' requirements
* Ability to work as a good team player, interviewing, hiring candidates, Maintaining & building the candidate database
* Marketing H1B/Bench Consultants by posting/submitting their resumes on various job boards/requirements.

**Axius Technologies, Nampally, HYD March 2015 – APRIL 2016**

**US IT Recruiter**

Roles and Responsibilities:

* Sourced potential candidates through Different portal head hunting in target software companies**.**
* Attended in weekly review meetings focusing on troubleshooting difficult positions and managing customer issues.
* Screened and qualified candidates position specific matrix, prepared and formatted resumes, submitted top candidates through client online submittal process, prepped candidates for client interviews..
* Having good Experience in searching the candidates for the positions and handling END- END recruitment process.
* Worked on the Non-IT Requirements and closed the positions.
* Assigned the tasks of sourcing suitable candidates for different positions.
* Handled the tasks of maintaining proper records of the candidates in the database system of the organization. .
* Assigned the tasks of evaluating the abilities of candidates for particular positions.

**INTERPERSONAL SKILLS:**

* Ability to rapidly build relationship and set up trust
* Confident and Determined
* Ability to cope up with different situation
* Quick learner and hard worker

**EDUCATIONAL QUALIFICATIONS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board / University** | **Years Passed** | **Percentage** |
| **B.Tech** | JNTUH University | 2010-2014 | 67% |
| **Intermediate** | Vikas jr college | 2008-2010 | 80% |
| **High School** | Naagarjuna High school | 2008 | 84% |

**PERSONAL DETAILS:**

**NAME :** A.BHANU PRAKASH

**FATHER NAME** : A.LOKANATH

**DOB**  : 06-01-1993

**MARTIAL STATUS** : MARRIED

**HABBITS**  : CRICKET , TABLE TENNIS , BADMINTON , LISTENING MUSIC

**THERE BY I CONFIRM ABOVE GIVEN DETAILS ARE TRUE.**

**NAME** : A.BHANU PRAKASH **PLACE** : HYDERABAD

**SIGN** : **DATE** :