**ANIL KUMAR GEDDA **

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**LinkedIn:** [**https:** **//www.linkedin.com/in/anilkumar-gedda-b231869b/**](https://www.linkedin.com/in/anilkumar-gedda-b231869b/)

* **Human Resources having 7+years of Experience. And Teaching having +4years of Experience.**

**SUMMARY:**

* **11 YEARS OF EXPERENCE**
* Team lead in infinity infotech handling the team of 10members. Explaining the full recruitment life cycle to freshers.
* Explaining about the posting resume in dice and tech fetch and in other free portals.
* Expertise in full recruitment life cycle in IT staffing-Contract and Permanent placements in US market.
* Worked on Tax terms 1099, W2, C2C.
* 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.
* Excellent proficiency and knowledge in recruiting techniques such as vendor networking, job boards (Dice, techfecth, ejobville, hot-skills, career Builder, crop to crop, Linked-in).
* Strong knowledge of HTML, Converting the data into internet pages for using of html language and xml
* Having knowledge of INSTALLING THE WINDOWS XP, VISTA, and AND INSTALLING ALL SOFTWARES TOOLS in computer.
* Having knowledge of Oracle database like quires of Tables, creating the database, and filtering the database, queries tables.
* Excellent communication and customer focus skills with an excellent ability to work with users on issues and questions.
* Strong collaborative skills with a proven ability to work efficiently with other team members and facilitate meetings.
* Well organized and able to prioritize, organize, and coordinate tasks and projects. Strong conceptual, analytical and problem-solving ability.

**TECHNICAL SKILLS:**

* LANGUAGES: C, Web developer,
* Internet browsing: browsing the free portals to posts jobs.
* MICROSOFT OFFICE: Word, Excel, Power point presentation, outlook.
* OPERATING SYSTEM: Windows xp 7 installations, downloading software’s and Installation Software,
* TYPING SPEED: 45wpm.
* Human Resources, Recruitment of life cycle, Screening and sourcing the resume, Leadership management, LinkedIn adding the connections.

**PROFESSIONAL EXPERIENCE**

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**INFINITY INFOTECH Sep 2017 – Present**

**Role: (BDM)(Business Development Manager),**

**Place: Visakhapatnam**

**Roles & Responsibilities:**

* Responsible for handling the entire recruiting cycle such as sourcing, screening, contacting, confirming, Interviewing, and placing the qualified consultant.
* Giving training to Fresher’s and Follow UP the feedback about daily submission report. Teaching how to work in dice ,Tech fetch,
* Handling the Team of 10 members in our company. I am only taking the reports of daily submission. I am forwarding weakly report to my manager. Explaining the resume preparing.
* Generating new Leads. Maintaining the contacts database. Segregating the leads and adding new contacts to database.
* Checking for the right requirements that match our consultant profiles on various job portals, submitting the consultants, negotiate best rates, following up for interview schedules, closing the best deals.
* Tracking submissions and maintaining the submissions database.
* Develop & Maintain new vendor contacts, build network relations across the IT industry using social networking sites such as LinkedIn
* Extensively working on different job portals such as Dice.com, Techfetch.com, Careerbuilder.com, Indeed.com, Monster.com and Simplyhired.com
* Conducting daily status call with team and weekly status calls with the management, during which key performance issues of the team are identified, discussed and straightened.
* Extensive experience in all phases of marketing including utilizing multiple channels such as data mining, networking, research, sourcing and gathering the Requirements.
* Searching the jobs in GOOGLEGROUPS and TECHFETCH AND DICE AND INDEED etc.
* Sending the requirements to consultants. And Calling to vendors in phone.
* Excellent proficiency in vendor networking, job boards, (Dice, Hiring Monster, tech Fetch etc) internet search and internal Database.
* Pre screening of potential consultants in terms of their qualification, work experience, reference checks and remuneration etc.
* Get confirmation from consultants/employer pay-rate: hourly/per day/annual through e-mail on rate confirmation agreement.
* In market day by day learning and improving and developing the company revenue.
* Talking to clients and working those requirements.
* Dealt with all types authorized consultants such as US CITIZENS,GREEN CARD HOLDER,H-1B AND EAD,OPT,CPT

**Environment:**

* OUTLOOK, DICE, TECHFETCH, HIRING MONSTER, EJOBVILLE, HOT-SKILLS, LINKED-IN, POSTJOBFREE, PORTAL.



**SEVEN HILLS IT SOLUTIONS March 2016 to March 2017**

**Role: SR IT Recruiter and Bench sales,**

**Place: Visakhapatnam**



**USM Business systems May 2015 – March 2016**

**Role: US IT Recruiter,**

**Place: Bangalore.**



**E-CENTRIC SOLUTIONS PVT LTD June 2014 – May 2015**

**Role: Trainee IT Recruiter,**

**Place: Visakhapatnam,**

**Roles & Responsibilities:**

* Responsible for handling the entire recruiting cycle such as sourcing, screening, contacting, confirming, Interviewing, and placing the qualified consultant.
* Solid experience in consultant, employers, vendor negotiation management.
* Excellent proficiency in vendor networking, job boards, (Dice, Hiring Monster, techFetch etc) internet search and internal Database.
* Responsible for Tracking, Analyzing, Prioritizing the resumes.
* Responsible for preparing search strings, sourcing consultants and short-list the resumes depending on the requirements.
* Speak to the consultants/employers regarding their technical skills, interest, availability and convince them regarding pay rates, relocation.
* Pre screening of potential consultants in terms of their qualification, work experience, reference checks and remuneration etc.
* Get confirmation from consultants/employer pay-rate: hourly/per day/annual through e-mail on rate confirmation agreement.
* Responsible for submitting resumes to internal managers and client.
* Dealt with all types authorized consultants such as US CITIZENS,GREEN CARD HOLDER,H-1B AND EAD,OPT,CPT.

**Environment:**

* OUTLOOK, DICE, TECHFETCH, HIRING MONSTER, EJOBVILLE, HOT-SKILLS, LINKED-IN, POSTJOBFREE, PORTALS ETC



**VITAM COLLEGE OF ENGINEERING, Sep 2007 – May 2010**

**Role: Programmer,**

**Place: Visakhapatnam,**

**Roles & Responsibilities:**

* Explaining and Teaching MBA/MCA Students of programming languages and study materials of projects. And explaining and helping in PROJECTS doing in finally year’s students.
* C, HTML, XML, JAVA, WEB APPLICATION, UML DIAGRAMS, PROJECT PRESENTIONS.
* I just clarify the doubts of student who ever having doubts in programming in MCA/MBA LAB.
* Correcting the Exam papers of students of MBA AND MCA AND B.TECH STUDENTS.
* When ever having Exams of CAT online, B.TECH online exam, MBA, MCA going for invigilation’s in Vitam College and going to another college for invigilation’s.
* Good communication with students, staff, management. And maintaining the relationship and friendship and helping in recruiterment for job in future.

**Environment:**

* UML MODELING-OL, Rational rose software, installing the software’s like OS WINDOWS 7,VISTA,ANTIVIRUS,JAVA,C,WEB APPLICATIONS, HTML, XML,ORACLE,SQL,WEB PAGES.

**SRI SAMVIDHANA TECHNOLOGIES Feb 2007 – Sep 2007**

**Role: Associate,**

**Place: Visakhapatnam,**

**Roles & Responsibilities:**

* We get the pages of images and photos and data.
* By using of **software**. We scan the images and data ad text. We divided separately. And we extract the files of image and text and data separately.
* By coding the data and images or photo for **html** and **xml** tags.
* By using this **html** and **xml** tags. We can convert data into internet pages.
* We check the data and error. Line by line without having errors it’s having checklist from by checking line by line. We can upload the data into back files.
* Finally we can easily upload the converted the html xml data to E-pub.
* Then we can easily uploading in http link: So we can easily read the data in internet pages. By using the link which we uploaded.

**Environment**

* OS WINDOWS 7,VISTA, ANTIVIRUS,WEB APPLICATIONS, HTML, XML,WEB PAGES,TYPING SPEED words per minute 45 W.P.M.

**LANGUAGES**:

* I am very much comfortable this Languages English, Telugu.

**ACHIEVEMENTS:**

* Best Facility in during this year of 2010.
* Best Employee award during year of 2017. I am achieved all goals and targets of given requirements from client.

**PERSONAL INFORMATION:**

**EDUCATION**

**B.TECH Degree in Computer Science & Engineering**

*(*JNTU UNIVERISITY EDUCATION COURSES; 2002-2006*)*

(GAYATHRI VIDHYA PRASHAID COLLEGE OF ENGINEERING, MADHURAWADA, VISAKHAPATNAM)

**INTERMEDIATE**

**M.P.C**

**(**INTER (MATHS, PHSICS, AND CHEMISTRY) (COMPLETED MARCH 2002**)**

**(**DR.LANKAPALLI BULLY COLLEGE, SATYAM JUNCITON, NEAR RAMATAIKIES ROAD, VISAKHAPATNAM**)**

**SCHOOL**

**10TH CLASS**

*(*TINY TOTS PUBLIC SCHOOL; COMPLETED MARCH 1999*)*

(DAWAKANAGAR, NEAR GAYATHRI INTERMEDIATE COLLEGE, VISAKHAPATNAM)

**ADDRESS**

**VISAKHAPATNAM, ANDHRA PRADESH, INDIA**

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