**Akash Kaparaveni**

**Mail ID:** [**kaparaveniakash123@gmail.com**](mailto:kaparaveniakash123@gmail.com)

**Contact: +91 7036281860**

**Location: Hyderabad, India**

**Career Objective:**

Experienced Recruiter – Bench Sales (US Staffing) with 2 years and 6 months of expertise in full-cycle recruitment, IT staffing, and talent management. Proven track record in sourcing, screening, and placing top-tier IT professionals, building strong relationships with clients, and aligning talent strategies with business needs. Seeking to contribute my skills to a dynamic organization focused on growth and innovation in IT staffing.

**Summary:**

* Having good experience in performing needs analysis, requirements definition, consulting on sourcing strategies, negotiating, and closing candidates.
* Experience with dealing with consultants on OPTs, H1Bs, EADs, Green Cards, USC, etc.
* Coordinating with the consultant to know their comfortableness with the requirement before submitting it to the vendor.
* Posting the resume on all job portals like Dice, Monster, social networking portals, etc. Submitting the consultants to all the suitable job postings on all portals.
* Broadcasting the profile of the consultant and the Hotlist of the company on a periodical basis. Track the submissions and make regular follow-ups.
* Reaching out for the maximum number of open requirements in the market Intimate the entire team regarding client submissions to avoid duplications. Inform the consultant regarding the vendor calls and end-client interview schedules. Prepare the consultants for the end client interviews.
* Ensure prompt delivery for the consultants. And Negotiate rates with the Vendors/ Clients.
* Taking care of the Consultants whether they are comfortable with the work environment. Talking to the Vendors regarding the performance of the consultant and the queries that the consultant brings to my notice.
* Maintaining Good interpersonal Relations with the client and the Vendors. Identifying potential Vendors and maintaining a healthy relationship with them. Besides working on Bench Guys, got handsome experience working on the Direct Client Requirements of our Recruiting Team.
* Involved in developing professional relationships with different employers and vendors. Possess extensive knowledge of sourcing methodologies through the internet, networking, referrals, as well as strategizing the recruitment process.
* Extensive experience in maintaining a healthy environment within the organization. Maintaining a good relationship with one another to get new ideas helps us for better business for the organizations.
* Technology Specific Recruiting Skills Java Front End & Back End, BI Tools .Net, Oracle Configuration, QA Analyst, DevOps, Android, PL/SQL, and Network Engineer Performance Engineer.
* Excellent Communication and writing skills and a Good team player.

**Professional Experience:**

**Role: Recruiter – Bench Sales (US Staffing)**

**Vorizo Info Tech Inc, Hyd July 2022 - Dec 2024**

**Responsibilities:**

* Analyzed job duties and requirements to determine applicant skill matrix and match candidates with client needs.
* I specialize in technical recruitment and possess a deep understanding of technical terminology across ITES, engineering, finance, semiconductors, construction, and pharmaceutical industries.
* Partnered with hiring managers to understand technical requirements, project scopes, and team dynamics to ensure high-quality candidate matches.
* Conducted in-depth technical screenings, phone interviews, and reference checks to evaluate candidates for cultural fit and technical expertise.
* Identified top candidates via various sourcing methods such as resume databases (Monster, Dice, LinkedIn), job postings, and networking.
* Negotiated salaries, benefits, and contract terms with candidates and clients, ensuring mutually beneficial agreements for all parties involved.
* Managed the entire recruitment cycle, from sourcing candidates to coordinating interviews, collecting feedback, and finalizing job offers.
* Maintained strong relationships with vendors and consultants, ensuring a smooth recruitment process and clear communication.
* Coordinated with candidates and vendors to set up interviews and manage post-interview follow-ups, collecting feedback for improvements.
* I gained extensive knowledge of US immigration and visa processes, including W2, Corp to Corp, 1099, EAD, H1B, Green Card, and USC statuses.
* Successfully met and exceeded client submission targets daily by streamlining the candidate sourcing process and ensuring timely placements.

**Filmmaker**

**Vaalmiki Talkies – Self-Employed Oct 2018 – Present**

**Responsibilities:**

* Managing all stages of filmmaking, including pre-production, production, and post-production processes.
* Leading creative teams, including writers, cinematographers, editors, and actors, to achieve project goals.
* Ensuring high-quality output by supervising editing, sound design, and color grading processes.
* Promoting films through marketing strategies, including screenings, social media campaigns, and film festivals.
* Networking with industry professionals to explore new opportunities and expand creative collaborations.

**Skills:**

* **Recruitment**: Full-cycle recruiting, talent sourcing, candidate screening, interviewing, and onboarding.
* **Sales**: Client management, bench marketing, cold calling, email marketing, contract negotiation.
* **IT Technologies**: Java, .NET, Python, DevOps, Cloud, Data Science, Oracle, QA Analyst.
* **Job Portals**: Dice, Monster, Indeed, LinkedIn, CareerBuilder, TechFetch.
* **ATS & CRM Systems**: Mention specific tools you've used, e.g., Bullhorn, Greenhouse, Zoho Recruit.
* **Vendor Management**: Managing relationships with direct clients, vendors, and implementation partners.
* **US Tax Terms:** Corp to Corp, W2, 1099
* **Visa & Immigration**: H1B, EAD, Green Card, OPT, CPT Visa processing and compliance.
* **Negotiation**: Contract terms, rate negotiation, client and consultant engagement.
* **Networking**: Building and maintaining professional relationships with clients and candidates.
* **Communication & Negotiation:** Excellent written and verbal communication skills, with strong negotiation abilities, Time Management & Adaptability, Team Collaboration & Organizational Skills
* **Additional Skills:** Customer & Technical Support, Basic Excel & Data Management, Website Navigation Expertise, Strong Analytical & Logical Thinking

**Education Qualification:**

* Bachelor of Technology (Computer Science And Engineering) from Jawaharlal Nehru Technological University Hyderabad, 2020
* Intermediate(MPC) from Narayana Junior College, Hyderabad, 2016
* SSC from Saraswathi Vidyaniketan High School, Hyderabad, 2014

**Personal Details:**

Date of Birth : 23/10/1998

Marital Status : Single

Nationality : India.

Interests : Photography, Film making, Listening to music.

Languages Known : Telugu, Hindi, English.

**DECLARATION**

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

**Place: Hyderabad (Akash Kaparaveni)**

**Date:**