**R E S U M E**

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**CAREER OBJECTIVE**

Seeking a challenging career where my abilities and skills can be put a maximum use for growth of the organization and me.

**SUMMARY**

Have 14+ years of strong experience in US IT Staffing. Handled Multiple Clients and teams. Worked with both Direct Clients and implementation partners on a large scale. Looking for new clients (On boarding) and handling existing company Clients (most of the time) and supporting them. Working with team to fulfil Requirements at the earliest. My Major skill is like submitting high quality Resumes to the Client and for that thing I myself with the team persevere till the end of the day. Handled multiple Clients and we try our level best to reach our targets on time. Always handled a healthy team for supporting different Clients. Tries to nurture newbies and try my level best to maintain a good working culture which focuses on our overall efficiency of the team on a long-term basis. I strongly believe in Process and a good culture which I try to set a rhythm with the team which helps in a long run. Many times, takes care of Bench Sales Team and works with them for a particular Immediate candidate.

**EDUCATION**

**B. Tech** – Passed out in 2009 from Avanthi Engg. College affiliated to J.N.T.U University, Andhra Pradesh in Electrical and Electronics Engineering - 88.9%.

**Polytechnic –** Passed out in 2006 from Thandra Paparayudu polytechnic College affiliated to board to Technical Education and training, A.P – 80.24%

**12th Class** – S.E. Rly Boys School, Kharagpur, WB - 2003 – 84%

**10th Class** **–** S.E. Rly. Mixed Higher Secondary School affiliated to ICSE Board, Kharagpur, WB – 2000 - 82.36%

**STRENGTH**

* Friendly with positive attitude.
* Ambitious and hard working with commitment to excellence.
* Highly attentive to details and effectively manage multiple tasks simultaneously.
* Good listener without going, friendly demeanour and good sense of humour.

**PROFESSIONAL EXPERIENCE**

**Infinity Tech Group (WFH) Feb. 2023 – Nov. 2023**

**Sr. Account Manager**

* Joined Infinity Tech Group as an Account Manager in Feb 2023 till Nov 2023.
* Submitting Quality Resumes by Evaluating and Call Screening and verifying all necessary documents.
* Started the process from scratch, hired all the resources in the team and let them understand about the process and its working.
* Handled the VMS portals for various states like State of MI, IA, DE, NJPA (NC), AR while working with the MSP provider CAI.
* Handled VMS portal for State of OR, GA and CO while working with the MSP provider Covendis.
* Responsible for the Service Delivery part on these accounts and worked as client service delivery manager for these accounts.
* Managed the entire life cycle of employment, including recruiting, hiring, counselling and support.
* Convert specifications of a requirement into recruitment specifications - Work with recruiting team in identifying ideal candidates for a given requirement as needed.
* Works to proactively manage candidates and virtual bench resources.
* Coordinate with the client during the selection process.
* Work with the recruiting team for development and training on technologies providing mentorship.
* Monitor and prioritize requirements based on the difficulty, level of competition and chances of closure.
* Relationship building with the Hiring managers, Procurement officers towards providing excellent solutions.
* Effective Problem escalation and resolution.
* Managed the entire life cycle of employment, including recruiting, hiring, counselling and support.
* Identify future talent needs and pro-actively recruiting and sourcing; develop talent pool or social engagements.

**Data Inc Corporation, Noida, UP Oct. 2016 – Dec. 2022**

**Account Manager / Delivery Manager**

* Joined DataInc as a Subject Matter Expert/Account Manager in Oct. 2016 – Dec. 2022.
* Worked on Direct Clients mainly with Bank of America and Morgan Stanley.
* Data Inc majorly works with Direct Clients only – no Layers / Implementation Partners. They have many Direct Clients like UPS, UBS, BlackRock, BMW, Mercedes Benz, DTCC, Goldman Sach, etc. Most of the time I work on Bank of America and Morgan Stanley.
* Here the working culture and working style is very good and we have access to BULLHORN (ATS). Have good experience in working with BULLHORN – have very strong understanding of BULLHORN.
* Handled multiple Clients and reached targets on time.
* Handled a team of 12 for supporting different Clients.
* Building relationships with clients based on trust and respect.
* Collaborating with internal departments to facilitate client need fulfilment.
* Working with team to fulfil Requirements at the earliest. My Major skill is like submitting high quality Resumes to the Client and for that thing I myself with the team persevere till the end of the day.
* Responsible for identifying new clients and potential business opportunities.
* Implementing new and effective strategies that helped Data Inc Corporation.
* Develop and sustain effective new business relationships with accounts/clients and independently handle staffing business & manage the team.
* Diligently checking the Dashboard and ensuring 100 % coverage with quality submittals on all requirement flow.
* Parallel communication with HR/ Hiring/ training / IT & Admin team on all real time challenges or help needed from these departments for smooth delivery and functioning.
* Empowering team, setting the right expectation for the team in align with organizational and project goals.
* Assigning Requirements to the Recruiters and assisting them to source out quality candidates.
* Worked mostly on W2 (97%), few H1 Transfers and very few on C2C.

**Technology Resource Group, Noida, UP May 2015 - Aug. 2016**

**Account Manager (Team Lead)**

* Joined Technology Resource Group in April 2015 till Aug 2016 as a Sr. Lead Technical Recruiter but use to communicate with Clients regarding the requirements.
* Having 16 months of experience in Technology Resource Group. It is a sister company of Coit Consulting.
* Led the team of 7-8 members and closed many Requirements.
* Working on Corp-to-Corp Requirements, sometimes Fulltime.
* Works with implementation partner like IBM, Fujitsu, Mphasis, L & T, Galaxe Solutions, Persistant Systems.
* Main role is to get the quality Resumes from the team or help them source out candidates from Job portals and submit them in the Portal.
* Submitting quality candidates is my main focus over here in TRG, rather than doing some blind submissions for the sake of submittals (target) to justify salary.
* Highly goal oriented and competitive in nature, analysis the Clients priorities and focuses majorly on fruitful requirements.
* Identifying Fake candidates and their experience.
* Negotiating salaries with consultants and discussing about their profile in detail.
* Conducting Telephonic Interviews, short listing and scheduling candidates for the technical interview. Coordinating with candidates and technical team to ensure the entire interview process is done effectively.

**Prosoft Associates Inc., Noida, UP May 2013 – Apr. 2015**

**Technical Recruiter**

* 2 years’ experience in Prosoft Associates Inc. (sister concern of Kirtiman Technologies.) in Noida, UP from May 2013- April 2015 as a Senior Technical Recruiter (Team lead).
* Handling complete recruitment and selection process. Resource requests deliver within time and cost limitations.
* Scheduling candidates for interview. Negotiates salaries/rate with candidates and negotiates pay rates with subcontracting companies.
* Many times, worked on Job portals like Monster and Naukri to hire IT professionals in India who have proper Visa (H1B) and who are willing to come onboard, so that we can send them to US after getting them a Job over there.
* For some time did supported Bench selling team and guided the new comers. From my side I marketed the Bench consultants Resume by Google groups, Yahoo groups, Online Marketing, through Linkedin, other social networking sites.
* Conducting Telephonic Interviews, short listing and scheduling candidates for the technical interview. Coordinating with candidates and technical team to ensure the entire interview process is done effectively.
* Co - ordinating between the candidates and the HR Recruitment team about the selection process, interview and feedback.
* Following up the client from offered to joined & and invoicing. Strives For both Client and Candidate Satisfaction
* Preparation of various MIS reports weekly, monthly and quarterly. Organize and coordinate the recruitment process including creating recruitment advertising, online posting, developing strategic applicant sourcing techniques and recruiting solutions.
* Perform searches for qualified candidates (H1 / GC/ US Citizens) according to relevant job criteria, using computer databases, networking, internet recruiting resources, cold calls, media, recruiting firms, and employee referrals. Interact with various job portals e.g. Dice, Monster etc.
* Developing creative and effective sourcing strategies and plans to build pipelines for top candidates across all areas. Negotiate compensation (W2/C2C/ 1099) with candidates, extend offers, facilitate the placement of candidates and solicit referrals of other top talent in that area.
* Inform potential applicants about company facilities, operations, benefits, and job or career opportunities in organizations. Work efficiently with high volume of resource requests in a competitive environment with the ability to adapt focus of searches as needed.
* Giving training to the new comers and teaching about all aspects of the Staffing process. Sometimes hires the new candidates for the organization at a low cost to company.

**E-Team Solutions, Noida UP Nov 2009 – April 2013**

**Technical Recruiter**

* 3 years 5 months exp. in E-Team Solutions from Nov 2009 to April 2013 as Technical Recruiter.
* Used to work on job portals like Monster, Dice, Social Networking sites, etc.
* Screening of resumes from the job portals as well as the database as per the requirements. Maintaining Vendor List.
* Selling IT skilled man power. Worked on C2C.
* Scheduling candidates for interview. Negotiates salaries/rate with candidates and negotiates pay rates with subcontracting companies.
* Conducting Telephonic Interviews, short listing and scheduling candidates for the technical interview. Coordinating with candidates and technical team to ensure the entire interview process is done effectively.