

Summary

- Having **2+ Years** of experience in the field of IT (US-Staffing)
- Good Communication Skills.
- Excellent knowledge in US Recruitment Sales Life Cycle.
- Good Client, Consultant and Vendor coordination skills.
- Interacting with Prime Vendors and Implementing Partners for positions
- Excellent consultant marketing skills (Sales).
- Good pay rate negotiating skills.
- Good programming skills, self-motivational, and very good team player with smart working capacity.
- Adaptable to different environments & grasping new technical concepts quickly and utilize them in an effective manner.

Educational Qualification

Qualification	Year	Institutions	CGPA
M.SC.(Statistics)	2022	SVU College of Science, SV University	7.1
B.SC.(Statistics)	2020	S.G.S Arts College	8.5
Intermediate (MPC)	2017	Sri Chaitanya Junior College	8.5
Higher Secondary Education	2015	Nice E.M School	8.5

Professional Experience

iCloud Technologies

Aug 2021 – Still Now

- ✚ Get the updated resume form consultant and fetched the best requirements from job portals, prime vendors and other networking sites.
- ✚ Highlighted key skills by keeping them in bold.
- ✚ Formatted resume for neat appearance and submitted it to the vendor as per consultant's comfort ability.
- ✚ Negotiated on rates with the vendors as suggested by management based upon location and duration.
- ✚ Keeping a track record of rate confirmation and making follow ups about the submissions.
- ✚ Maintained a track progress of each and every submittal during the process.
- ✚ Follow up with the vendors on interviews schedules and coordinated between consultants and vendors.
- ✚ Arranged interview calls for consultants and gave my best to place them on projects as early as possible.
- ✚ Responsibly coordinated with the consultants regarding start and end dates of projects.
- ✚ Maintained the database of rolled off consultants, getting their resumes ready as well as keep track of contract details such as project extensions, start and end dates for existing resources.
- ✚ Understanding the Purchase Orders and make sure they are executed according to terms and conditions of the organization
- ✚ Organizes feedback sessions on interviewed candidates.
- ✚ Keep track of all candidates, submissions, and interviews in a database.

- ✚ Constantly updating all the resumes in all job portals.
- ✚ Applying for the Job openings through the job boards behalf of the consultant every day.
- ✚ Following-up with the vendors on feedback after the submission.
- ✚ Once the resume shortlisted from the client-side for the interview, coordinating with the Consultant, Vendor, and as well management.

Personal Information:

Name : Minuku Anusha
Father's Name : Subramanyam
Date Of Birth : 20-12-1999
Gender : Female
Nationality : Indian
Marital Status : Unmarried

Place:

Date:

Signature

M. Anusha