

## **RAMAKRISHNA PASULETI(RK)**

### **OPT Recruiter**

**Mail ID: pbiramakrishna@gmail.com**

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**SUMMARY:** Experienced Talent Acquisition with a demonstrated history of working in the information technology and services industry.

#### **RECRUITING SUMMARY:**

- Hands on experience with LinkedIn.
- Excellent interpersonal, convincing, rate negotiation, analytical & problem-solving skills - explain about compensation, benefits and other terms and conditions.
- Proficient at successful sourcing of candidates via Internet and online resume database.
- Worked with candidates holding visa status like H1B, GC, Citizen, and EAD
- Experience in Visas –CPT, OPT, H1B, H4 EAD, L2S, GC & USC.
- Should have worked extensively with MS Office tools like Word, Excel and Outlook.
- Preliminary screening of the candidate and understand their skills and provide best assistance for them.
- Good team player with interpersonal skills, good written and oral communication ability in English.
- Strong experience in hiring OPT candidates.
- Effectively recruited candidates through LinkedIn, cold calling, referrals.
- Knowledge of recruiting and hiring processes including sourcing, reference checking, salary negotiations.

#### **PROFESSIONAL EXPERIENCE**

**Baanyan Software Services INC**  
**Sr. OPT Recruiter**

**July 2023 to Till Date**

#### **Roles and Responsibilities:**

- Developed and managed a robust candidate database tailored to meet staffing firm needs.
- Created compelling job postings distributed on LinkedIn and relevant student WhatsApp groups.
- Efficiently collected and meticulously screened high-quality resumes.
- Proactively reached out to and briefed consultants (CPT, OPTs, H4 EADs, L2S, GC & Citizens) on our training programs, facilities, and competitive salary packages.
- Identified, interviewed, and promptly submitted qualified candidates, ensuring an efficient recruitment process.
- Managed end-to-end recruitment activities, facilitating smooth onboarding for consultants at client sites.
- Conducted follow-up sessions with candidates post-onboarding, assisting them with mock sessions and graduation requirements.
- Strategically promoted successfully graduated candidates for immediate consideration.
- Maintained ongoing communication with candidates, providing support until their relocation to client locations was successfully completed.

**Metrix IT Solutions.**

**Feb 2023 to June 2023**

**OPT Recruiter**

**Roles and Responsibilities:**

- Managing recruitment campaigns on LinkedIn and other social networking platforms.
- Collaborating with university career fair teams through platforms like Handshake.
- Overseeing the entire recruitment life cycle, including sourcing, screening, cold calling, interviewing, negotiation, and closing.
- Providing guidance and counselling to candidates seeking IT training.
- Contacting consultants (CPT, OPT's, H1, GC & Citizens) to explain our training programs (Online or On-site), facilities, and employment packages relevant to their roles.
- Prioritizing tasks effectively in a fast-paced environment with multiple demands.
- Maintaining a comprehensive database of inbound and outbound calls, as well as consultant feedback.
- Coordinating and conducting demonstrations for interested consultants.
- Following up with candidates to clarify compensation, benefits, and employment terms.

**Arrixon Technologies**

**Mar 2021 till Jan 2023**

**OPT Recruiter**

**Roles and Responsibilities:**

- Collaborated effectively in hiring F1/CPT/OPT, H1B transfer, H4 EAD, GC, and GC EAD candidates primarily sourced from LinkedIn and maintained a prior database of OPT candidates.
- Contributed to creating and managing a diverse candidate network and queue spanning various IT skills.
- Maintained regular communication with consultants, providing timely feedback to ensure prompt delivery of consultant profiles aligned with client needs.
- Worked alongside IT consultants of varying experience levels.
- Participated in identifying, interviewing, and submitting candidates efficiently and promptly.
- Contributed to weekly performance reviews and reported progress to relevant stakeholders.
- Assisted in negotiating pay rates with candidates for contract positions.
- Applied knowledge of recruiting processes including sourcing, reference checking, and salary negotiations. Contributed to recruiting efforts using internal databases, cold calling, referrals, and other strategic methods.
- Coordinated recruitment processes from initial contact through to consultant onboarding at client sites.
- Demonstrated understanding of various IT technologies and emerging trends, contributing actively to proactive recruitment efforts.

**Educational Details:** Bachelor's degree (BSC) from Kakatiya university, Warangal

**DECLARATION:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear responsibility for the correctness.

**Date:**

**Place: Hyderabad**

RESUME