

# CURRICULUM VITAE

**N. RAVINDRA**

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9113289913

**OBJECTIVE:** To work for an organization that provides me the opportunity to improve my skills and knowledge along with the organizational objective.

## **Summary:**

- Over 6+ Months of experience in US Staffing with a demonstrated history of working in all US employment Tax terms like Corp-to-Corp (C2C), W2, 1099 and with information technology, product, consulting and services industries.
- Skilled in Internet Recruiting, Sourcing, Screening, Communication, and Involved in onboarding process too.
- Dealing with consultants on H1B, GC EAD, GC, H4 EAD, OPT EAD, TN Visa, and US CITIZEN. Negotiating the rates on Corp to Corp, Contract to hire and on W2 basis.
- Negotiate offers and close hires
- Responsible for full life cycle recruiting, including sourcing for bench (H1 transfers, OPT's, EADs), qualifying and placement of a full range of software engineering, IT and management candidates for contract and direct hire positions with corporate clients throughout the US.
- Specialized in portals such as Dice, LinkedIn and Recruitment and Applicant Tracking System (ATS): Ceipal and Dice.

## **Work Experience:**

**IT SCIENT LLC, Bangalore**

**Sep 22/09/2022 to Present**

**Talent Acquisition Specialist (US IT Recruiter)**

## **Responsibilities:**

- Responsible for end-to-end recruitment.
- Adding relevant keywords, increasing candidate match with client positions.
- Analyzing client requirements against qualifications of candidates to match the best candidate with client needs.
- Filtered through and reviewed completed candidate profile and evaluated applicants work, history, job skills, desired salary/hourly rate and personal qualifications against open requirements.
- Presenting job opportunities to candidates and negotiating compensation packages.
- Edit and reformat resumes as per the client need.
- Submitting formatted resumes to client or the clients' customers.
- Developed databases for candidates contact information in Spreadsheet.
- Maintaining, Preparing and presenting Monthly and Weekly reports
- Knowledge on Data base like Job Diva, CEIPAL and Dice

**Knowledge on:**

- US Tax terms On W2, C2C,1099.
- Experience working with US Citizens, GC Candidates, and Knowledge on US VISA.
- Full Cycle Recruitment and sourcing the profile in job portals like DICE, Monster and posting the jobs in job portal.
- knowledge on Data base like Job Diva.

**ACADEMICS:**

EDUCATION	SCHOOL/ COLLEGE	BOARD	YEAR
B.V.A	Karnataka chitrakala parishath Bangalore	Bangalore university	2019
XII	National institution of open schooling.	An Autonomous institution under MHRD	2014
X	National institution of open schooling.	Formerly National Open School (NOS)	2012

**PROFESSIONAL SKILL :**

- MS Office.
- Photoshop: (Basic).
- Leadership quality.
- Social media marketing.

**CERTIFICATION:**

- Participation Certificate from College of fine arts.

**EXTRA CURRICULARS ACTIVITIES:**

- SPORTS: Cricket, Volleyball, Badminton.
- Reading inspirational story books and watching inspirational videos.
- Drawing, Painting.
- Creativity thinking.

**PERSONAL DETAILS:**

Date of birth: 05/08/1995

Address: s/y no-108/6, Besides KGPL, RG road

TQ-Karatagi, DIST- koppal, Karnataka state.  
PIN code: 583229.  
Marital Status: unmarried.  
Languages known: English, Kannada, Telugu.

**Declaration:**

I hereby declare that the above written particulars are true and best of my knowledge.

**PLACE:**

**DATE:**

**N. Ravindra.**