






CS.KUMAR

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SUMMARY

- Having 15+ years of experience in US Recruitment industry with extensive involvement in IT Recruitment, Human Resource Management, Vendor Management, Account Management, Immigration related activities.
- Workforce Planning - Global Recruitment, Deployment, HR, Effective Immigration and Compensation Benchmarking - incl. Consultant Incentive Programs with Company Plans to attract and retain talent –Manuals-
- Increased Retention - Designed and sustained Corporate Communication, employee involvement and retention through multiple strategies and programs to hold the organization focused and together.
- Extensive experience in full cycle recruiting right from gathering requirements from the client to sourcing, screening, interviewing, verifying references and retaining of the candidates.
- Skilled in contract negotiation and compliance. Demonstrated ability of working with executive leadership and managing globally dispersed cross-functional teams.
- Extensive background in Technical Delivery, staff recruitment, staff augmentation, retention, training, Bench Sales, Resume screening and development.
- Expertise in organizational and strategic planning, business partnerships with vendors and clients.
- Built and grew revenue streams to get additional and repeat business, Professional Services, Project Staffing & Solutions, e-Learning and Knowledge Management.
- Experienced in dealing with client and vendors for business process.
- Working on end to end recruitment process and provide suitable resources to the clients based on their need.
- Possess strong process management, planning, research/analysis, scheduling, tracking, reporting, problem solving, communication, organizational, interpersonal skills.
- Managed procurement process by reviewing all statement of work documents (SOWs) and initiating/tracking purchase requisitions and Master service agreements (MSA).
- Excellent knowledge of immigration matters pertaining to US work visas like H1B, H4 EADs, TN NAFTA, E3, OPT, CPT.
- Involved in consulting, staffing, adding value and profitability to companies by sourcing and recruiting the best talent available.
- An effective leader with a proactive approach of sensing and seizing existing business opportunities, converting them into revenues and also delivering on client commitment.
- A travel enthusiast who has gained multi-country exposure in Malaysia, Singapore, Thailand, and South Africa (Holding a valid B1/B2 visa till August-2029).

EDUCATION:

- **Bachelor of Commerce (Computer Applications), Osmania University, Hyderabad, India (2002-2005)**

CERTIFICATIONS & SEMINARS:

- **Project Management Professional (PMP)**
MSME-TECHNOLOGY DEVELOPMENT CENTRE (PPDCAGRA) Issued Aug 2022 · No Expiration Date

- **Certificate Program in Human Resource Management: HR for People Managers Specialization!**
Issued by University of Minnesota
- **Technical Recruiter Certification**
Issued by hirist.com May 2021 · No Expiration - Credential ID cert_9293f2zb
- **Certified Life Coach**
Issued by New Skills Academy June 2019 · No Expiration - Credential ID OF4MKZ18
- **Certified Recruitment Analyst, Human Resources Management and Services**
Issued by Carlton Advanced Management Institute, New Castle DE 19720-9004, USA on Apr 2013 · No Expiration Date
- Attended **Global HR Seminar** as a company representative at 3rd Global HR Excellence Conference held on 13-15 October 2014 at Singapore.
- Attended **HR Summit in South Africa** in 2015 and interacted with top executives of SAP South Africa.

RECRUITING TOOLS:

Boolean searching, resume database, employee referrals, professional network, external agencies, social media, LinkedIn, Indeed, Monster, Dice, CareerBuilder, ZipRecruiter, Net-temps, Bullhorn, Techfetch, DesiOPT, Flexjobs, Snagajob, Nexxt, Simply Hired, TheMuse, LiveCareer, TheLadders Occmundial, Bumeran, CompuTrabajo

SOCIAL NETWORKING SITES: LinkedIn, Glassdoor, Facebook, Twitter

APPLICANT TRACKING SYSTEM (ATS): WorkDay, iLabor360, Ciepal, JobDiva, ConRep, LinkedIn TalentHUB, Oorwin

PROFESSIONAL EXPERIENCE

CLIENT: ADDON TECHNOLOGIES INC, (NOVI, MICHIGAN, UNITED STATES)

EMPLOYER: AIM COMPUTERS, HYDERABAD, INDIA

HEAD OF TALENT ACQUISITION (US, CANADA & MEXICO)

JAN 2019 - PRESENT

Responsibilities:

- Maintain accountability for the entire recruiting process, including diversity and quality metrics as defined by the company heads.
- Provided hands-on direct talent acquisition, account management, and negotiations for the firm.
- Placed consultants and direct hire talent with clients to help meet their human capital needs.
- Actively involved with management and operations (recruiting, sourcing, business development, finance/accounting, staff management, and systems).
- Managed full life cycle of TN Visa hiring process from Mexico and Canada and E3 Visa from Australia.
- Developed KPIs and metrics to assist with management functions.
- Delivered sourcing, technical recruiting, resume development, compensation & rate negotiations, and placement of qualified candidates.
- Management activities included hiring, training, and development of staff.
- Managing 100+ TN Visa and H1B employees at Addon Technologies Inc.
- Vendor contract review and negotiation of rates and discounts for volume business given to vendors.
- Designed and managed programs for Consulting resources of 100+, Policies and Guidelines Orientation, Deployment and Relocation, Workforce Communication and involvement, Immigration up to GC, Recognition Processes, Fast track and Mentoring programs.
- Coordinate with the accounts department in running the Payroll for the consultants who are on the project.
- Set up the Resource Management operations at the company's new RPO branches in India.
- Initiated and successfully implemented the entire recruitment process and training new employees.

- Involved in all operations including recruiting, sales, negotiations, contracts, finance, and administration.
- Develop and manage relationships with recruiting partners and vendors.
- Manage the new hire on-boarding process and ensure a smooth on-boarding experience.
- Monitor 3 different teams and optimize the sourcing to hire process, for continuous improvement.
- Coach and mentor the teams for better performance and career development.

CLIENT: ADDON TECHNOLOGIES INC, (NOVI, MICHIGAN, UNITED STATES)

EMPLOYER: AIM COMPUTERS, HYDERABAD, INDIA

SENIOR MANAGER – TALENT ACQUISITION (W2 & CONTRACTS HIRINGS)

JAN 2011 - DEC 2018

Responsibilities:

- Interacting with Direct Client requests and distributing tasks to team members based on priority
- Addressing Management Directly and Managing the whole recruiting cycle, including sourcing, screening, negotiating, and so on.
- Having experience with the various types of job searches available on websites such as Dice, Monster, Career Builder, LinkedIn, and Indeed.
- Expert in Boolean searches and Expert in understanding the requirements given by clients or account managers
- Expert at finding the most suitable candidate for a client's specific requirements
- Working on various full-time, contract and Contract to Hire job arrangements and US tax laws
- Providing clients with a competent resume and maintaining positive interactions in order to obtain additional recommendations
- Expertise in developing candidate pipelines
- Working with hired candidates to identify whether any positions are available in their departments
- Coordinating with Tire 1, Consultants and vendors to establish the interview timeslot
- Responsible for negotiating contracts with candidates and Vendors within the parameters and objectives established.
- Responsible for preparing resumes for applicants in accordance with USA standards.
- In charge of negotiating price to improve business margins.
- Responsible for a full life cycle recruiting for technical positions using the internet, networking, cold calling, referrals, and other creative means to source and hire cleared and non-cleared professionals
- Specialize in closing software developers' roles (Java, .net/ c#, Sharepoint, C++), system engineers /administrators, and IT security engineers on Big Data, Cloud (AWS, Azure, Google), and AI/Machine Learning projects etc.
- Partner with hiring managers by eliciting, gathering, and validating job requirements which increased the quality of candidate submissions and decreased time-to-fill
- Experience working on placement documents, including evaluating and asking for changes so that the MSA and PO may be signed
- Responsible for reviewing, writing, editing, and qualifying job responsibilities and requirements with the hiring managers in order to create more accurate and effective job descriptions
- Perform resource management by providing at-risk employees resume and interview coaching and internal and external redeployment assistance
- Present and review weekly recruiting reports with upper management and propose recruiting solutions
- Manage relationships with staffing agencies, job board and job fair vendors, and advertising agencies
- Worked with clients like Routeone, Tech Talenta, Photon, Virtusa, LiquidHub, BirlaSoft, Cognizant, LNT, Brillio, TCS, Infinite., ETC
- Evaluate and provide guidance on improving processes, system configuration, and legal compliance related to Applicant Tracking Systems (ATS)

CLIENT: AIM COMPUTERS LLC (LIVONIA, Michigan, United States)
AIM COMPUTERS, HYDERABAD, INDIA
ASSISTANT MANAGER - TALENT ACQUISITION -JAN 2010 - DEC 2010
SENIOR EXECUTIVE-TALENT ACQUISITION-JUN 2007 - DEC 2009

Responsibilities:

- Responsible for the entire full life-cycle recruitment function of technical, non-technical, and managerial personnel - Handling the team of 15 Recruiters.
 - Experienced of dealing with clients and vendors for business process.
 - Understanding the requirements of the Clients and Using all methodologies of Sourcing candidates from internal database, headhunting, networking employee referrals and channel partners and also from different Job Portals.
 - Working on the end to end recruitment process and provide suitable resources to the clients based on their need.
 - Managed and Grew new and existing Client Accounts. Leveraging existing business relationships and Opening multiple new lines of businesses and partnerships.
 - Worked with clients like Core IT, DeltaDental, BCBS, Capgemini, Photon, Virtusa, LiquidHub, BirlaSoft Cognizant, LNT, Brillio, TCS, Infinite., ETC
 - Recruited Green card and US CITIZENS for exclusive client specific requirements, Contract (W2, 1099, Corp. to Corp) and Direct Hire/Perm positions.
 - Screening and short listing of resumes as per the requirements sent from clients.
 - Conducting telephonic interviews, preliminary rounds, Client coordination for final interviews.
 - Regular follow up with both the clients and the candidates till the closure of position.
 - Salary and Joining Time Negotiation and Reference Checking Pre / Post Joining relationship with candidates.
 - Developing, Monitoring and Maintaining of database on the basis for immediate & future requirements and building a pipeline for immediate/ future requirements.
 - Act as a bridge between the management and employees.
 - Responsible for advertising job openings, recruiting applicants, perusing resumes and conducting interviews and also determining where an individual would best fit within the company and establishes and agree on pay and hours.
 - Maintaining accurate employee files and records evaluate and address employee performance issues, addressing employee concerns and communicating with management to address matters that need to be resolved.
 - Support managers and employees in all aspects of the Talent Management processes (objective and development setting, performance appraisals, talent reviews and compensation) including but not limited to: educating, drafting communications, preparing completion reports and summaries, preparing for and participating in review sessions and analyzing and identifying trends, issues and concerns to ensure meaningful and effective outcomes
 - Responsible for developing, managing, enhancing and delivering on International HR programs such as employee relations, compensations, performance development, talent planning, training, recruiting etc.
 - Strategically work with leadership and first line supervisors to proactively identify and implement HR plans and priorities that enhance overall performance
 - Ensuring cultural alignment through development and implementation of programs to manage talent.
 - Recruitment and Talent Management increased efficiencies. Coached and trained Consulting resources. Utilized JOBDIVA SOFTWARE for better productivity.
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