

# M.Chaitanya

**Contact :** 9177146461, **Email ID:** chaitanyacbi128@gmail.com

**LinkedIn ID:** <https://www.linkedin.com/in/chaithanya-mba-l-i-o-n-08666886/>

## CAREER OBJECTIVE:

To join in an organization where I can contribute towards the organization growth and as well as enrich my skills and abilities leading towards my personal growth

## SUMMARY

- Overall 5+years experience, Extensive around 4years of experience in the field of IT (US-Staffing) .
- Involved in Full Life Cycle in Bench Sales & recruitment with the responsibilities like Sourcing, Identifying, Interviewing, Screening, Formatting and placing personnel in quick turnaroundtime.
- Dynamic and result –oriented individual recruiting experience and focused in the area of placing IT People.
- Excellent work knowledge of USA Visa types (H1B, EAD, GC, TN, E3, and Citizen).
- Expertise working in Job Portals likes Monster, Dice, Career Builder, and tech-fetch.
- Ability to work effectively in high-pressure environments.
- Strong Hands on skill in Internet/passive search, sourcing, pre-screening of candidate. Excellent negotiation skills with the ability to proactively interface with business partners and quickly satisfy their search criteria.
- Possess excellent knowledge of recruiting process including Marketing, Sourcing, Interviewing, Reference checking, tracking, Salary Negotiations, and closing.
- Headhunter and good at finding purple squirrels.
- Affable, professional, team player, can do attitude and ability to work independently in a technically challenging, fast paced environment

## TECHNICAL SKILLS

**Core Skills:** Innovating / Implementing Policies, Vendor Management, Mentoring & Training

**Key Skills:** IT Recruitment, Permanent Staffing, Contract Staffing, Screening, Salary Negotiation,  
  
Sourcing, lead generation, Job Posting, W2, C2C, Head Hunting, Interviewing,  
  
Contract-Negotiations, Offer-Negotiation & Closing, Database creation & Maintenance.

**Technical Expertise:** MS-Office Word & Excel.

**Operating Systems:** Microsoft 2k, 2k3, 2k8, 2013 & XP, Vista, window7,8 & 10

**Remote Control Software:** RDP, Team Viewer, Any-Desk, and others

**Other:** Strong organizational skills; Excellent verbal and written communication skills; Professional telephone and e-mail communication skills; Ability to handle multiple tasks while meeting deadlines and maintaining customer focus; Ability to work individually as well as with teams; Effective presentation skills.

## PROFESSIONAL EXPERIENCE

**Client: Ventois Inc**

**October 2016- Present**

**Dept.: Business Consulting | Solutions**

**Role: Senior Information Technology Recruitment Consultant**

### **Key Responsibilities:**

- Marketing OPT H1B GC USG consultants on our own W-2
- Contacting Vendors & Recruiters on regular basis. Calling the requirements posted in Dice.com, Monster.com, Hotjobs.com, Career Builder.com, Job.com, etc interacting with the contact person of the company for the particular requirement discuss regarding open requirements and future requirements.
- Follow up with the candidate and the requirements.
- Gathering feedback regarding the consultant submission.
- Prepare and maintain the record for submissions and feedback.
- Maintaining good relationship with the consultants, interacting with them regarding the Requirements received.
- Checking for the right requirements that match our consultant profiles on various job portals coordinating with Recruiter's / Vendors and Market the Consultants as per their requirements.
- Coordinating with Clients/Vendors about their criteria and market my consultants as per their requirements.
- Follow with the vendors after confirmation of the project for the paperwork.
- Coordinating with Consultants whether He is comfortable with the Job Roles / Location and Project Duration Etc.,

**Client: Healthsignz Technologies**

**June 2016 to Nov 2016**

**Dept.: Health care**

**Role: Management Trainee**

### **Key Responsibilities:**

- Doing the Market Research in selected areas, identifying the Greater Community Flats, meeting with manager and giving the presentation on Healthsignz Services like Conducting Medical Camp and taking the appointment as per convenient time of people who lives in greater community flats.
- Take patients back to exam room.
- Interview/update patient's chief complaint, Medical history, and medication list and take vitals.
- Assist physician in exam room with any procedures. Perform health signz services like blood test, Blood pressure, sugar tests and all health Checks Knowledge of Cardio billing codes
- Follow up on calls/voicemails and documents phone log/conversation.
- Refill patient medications as directed by physician.
- Pre Authorization/Determination for medications.
- Oversee physician's schedule and adjust accordingly; keep front office updated on status/delays.
- Ensures that physician is in-network and authorized/up-to-date referral is in patient's chart. .
- Schedules patients for upcoming appointment after physician sees patient.
- Educates and informs patient of any DI, labs, referrals and/or procedures physician might have ordered.
- Document and maintain immunizations records.
- Document and maintain prescription sample log.

- Performs related duties as required.

**Client: Ativeer Research & Educational Services Private Ltd**  
**Role: Sales Incharge**

**March 2015- June2016**

### **Key Responsibilities:**

- To do the marketing in the allotted area for the company
- To do the research and survey for the products of the company
- To meet Dean, Principal, HOD's and faculties for feedback and to promote the Products.
- To make new dealers and helping them to develop.
- To recover the payment.
- To track all aspects of the marketing in the concerned area.
- To meet the target assigned.
- To search for new market for the existing products of the company and also to give
- Feedback to the company about products.
- To fill the marketing reports daily and to report to the bosses.

## **INTERNSHIP**

**Company: Indian Info line Ltd**  
**Location: HYDERABAD**  
**Role: Intern**

**Duration: 6Months**

- **Project Title :** Analysis of Indian IT Sector

**Company: Sammunati Financial Services**  
**Location: Chennai**  
**Role: Intern**

**Duration: 1month**

- **Project Title :** Value Chain process

## **EDUCATIONAL DETAILS**

- **B-Tech in Information Technology** -Jayamukhi Institute of technological Sciences-2012
- **MBA in Finance** –ITM Business School-2015

## **PERSONAL INFORMATION**

- Full Name : Marapaka Chaitanya
- Date Of Birth : 2nd September 1990
- Mobile No : +91 -9177146461
- LinkedIn Id : <https://www.linkedin.com/in/chaithanya-mba-i-i-o-n-08666886/>
- Address : House No:25-8-183,Bapujinagar,Kazipet,Warangal,Telangana-506003

Date:

M.Chaitanya



