

Summary

- Over all 6+ years of experience as **HR Manager/ Sr. Executive / Sr. Technical recruiter**.
- 3 years of experience in **Human Resources from onboarding to offboarding, HR operations, Employee relations, Payroll, Benefits, Compensation & HR initiatives**.
- 3+ years of experience in US technical recruiting.
- Skilled in full-cycle recruiting, team **leadership**, and client management.
- Proficient in sourcing, interviewing, and hiring IT professionals across diverse technologies.
- Strong organizational, problem-solving, and communication skills.
- Hands on experience as **W2 recruiter US Citizens, Green Cards, EADs, H1B, OPT, CPT Visa Holders** on all the **Tax Terms** - Full time and contract positions (**W2,1099 & Corp to Corp**).
- Experience with working in **CEIPAL, CRM, Siebel, Automated Pros ATS**.
- Managed **HR** operations, handled various visa statuses, and maintained effective client relationships.

Key Skills:

- Full-Cycle Recruitment
- HR Management
- Client Satisfaction
- Boolean Search
- Marketing Strategy
- Proactive Recruitment
- Client Relationship Management
- Team Leadership
- Sourcing and Interviewing
- Candidate Onboarding and Offboarding
- Background Verification

Application Tracking System:

- CRM
- Siebel
- CEIPAL
- Automated Pros

Technical Skills

- MS Office package: MS Outlook, MS Word, MS Excel, MS Power Point
- Operating Systems: Windows 10/8/7/XP, Ios

Work Experience:

Automated Pros

HR Manager/ Sr.Executive

Dubai, UAE - Remote

June 2022 to June 2025

Responsibilities:

- Responsible for overall HR functions from onboarding to offboarding.
- Managed day-to-day **HR operations** through delivery of efficient HR processes.
- Handled aspects of **Employee relations, Compensation, Benefits, and Payroll** for associates on existing roles.
- Interfaced with management and heads of departments for implementing **HR initiatives** and best practices.

KOUSHIK ANTHONY
koushikanthony28@gmail.com || +91 6303350139
www.linkedin.com/in/joeanthony9998

- Handled **Employee grievances** and other difficult situations in a sensitive, fair, and respectful manner, working closely with associates and management.
- Closely managed and monitored new recruitment team with respective protocols and openings.

HR Executive

- Screening resumes based on the job description, shortlisting potential candidates, conducting interviews and follow ups with candidates post and pre joining.
- Recruited viable candidates for different type of technical requirements & non-technical requirements using an **ATS** software.
- Inquiring joining the availability of the candidates and then conducting the Screening & Pre-Interview for the candidate.
- Helping Management in deciding action plan for improving team productivity.
- Follow up the progress of submission and update it to the Hiring Manager.

Saligram Systems
Senior Technical Recruiter
Plainsboro Township, NJ 08536

January 2022 to July 2022

Responsibilities:

- Demonstrated extensive proficiency in sourcing profiles from **Dice, Monster**, and various other recruitment boards and **databases**.
- Exhibited adeptness throughout the full recruiting life cycle.
- Executed **end-to-end recruitment** strategies, including job postings, headhunting, **referrals, vendor** hotlists, and internet searches, with a primary focus on platforms like dice.com and Boolean searches for specialized skill sourcing.
- Successfully managed placements for authorized consultants spanning Citizens, Green card holders, **H1B holders**, and **EAD** holders; facilitated **H1B transfers** and placements on company payrolls.
- Orchestrated regular team meetings with both the CEO and vendors, ensuring effective communication and collaboration.
- Delegated orders to junior recruiters under my supervision and meticulously reviewed submission reports, providing timely updates to superiors.

Vensai Infotech
US IT Recruiter
Plano, TX

January 2021 to December 2021

Responsibilities:

- Sourced resumes and comprehended requirements for diverse positions.
- Conducted telephonic evaluations for contract roles, maintaining a database of candidates across levels.
- Engaged potential candidates through phone/email, elucidating job openings.
- Managed timely candidate communications on availability, rates, relocation, etc.
- Skillfully negotiated contract terms (**Corp to Corp, 1099, W2**) and pay rates.
- Cultivated and sustained relationships with IT consultants across various expertise levels (e.g., **.Net, Java/J2EE, Oracle, SQL Server, QA Tester**).
- Facilitated efficient candidate identification, interviewing, and submission.
- Exhibited end-to-end recruitment experience, fostering employee referrals and collaboration with all management tiers.

KOUSHIK ANTHONY
koushikanthony28@gmail.com || +91 6303350139
www.linkedin.com/in/joeanthony9998

Excelon Solutions LLC
US IT Recruiter
Carrollton, TX

January 2019 to January 2021

Responsibilities:

- Proficient in US IT recruitment, encompassing **H1B's, OPT's, CPT's, GC's, USC's & EAD's**.
- Extensive expertise in **H1 marketing** and **transfer processes**.
- Collaborated closely with consultants to gauge their alignment with requirements prior to client submissions.
- Managed multi-platform job postings, including **Dice, Monster**, and **social networking portals**.
- Streamlined consultant submissions and profile broadcasting for enhanced visibility.
- Tracked submissions, facilitated follow-ups, and managed end client interview preparation and schedules.
- Skillfully negotiated rates with **Vendors/Clients** while prioritizing consultant satisfaction.
- Fostered positive vendor and client relationships, addressing consultant inquiries promptly.
- Ensured effective communication with hiring managers, discussing recruitment strategies and opportunities.

Education

- Rabindranath Tagore University – BBA.
- Siddhartha Institute of Technology and Sciences – Diploma in Civil Engineering.

Declaration

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

Place: Hyderabad
Date:

Koushik Anthony