

# Pugazhendhi Sundaram

Technical Recruiter

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Results-focused Technical Recruiter with 3+ years of experience identifying and qualifying candidates for IT jobs. Well-versed in outlining job requirements, developing sourcing tactics, and scheduling and coordinating interviews. Impeccable track record sourcing top-notch talents through internet searches, recruitment fairs, job boards, and professional networks.

## Skills

Candidate Sourcing  
Client Management  
Social Media Recruiting  
Referral Generation  
Candidate Screening  
Candidate Pipeline Development  
Salary Negotiation  
Applicant Tracking System (ATS)  
Resume Screening

## Work History

**Reveille Technologies | Chennai, IN** - US IT Recruiter

(May 24 - Dec 2024)

- Proven track record in in-house talent acquisition
- Collaborate with hiring managers and department heads to understand specific technical needs and requirements for various roles.
- Strong understanding of technical requirements.
- Make sure that the potential employees have necessary IT skills to meet client needs.
- Expert in sourcing candidates from leading job portals including Monster, Dice, LinkedIn, and ATS(Shikaari).
- In-depth knowledge of US employment terms such as W2, C2C, 1099, and familiarity with US Visas.
- Experienced in recruiting Canada candidates (Citizen, PR and open work permit). Hands on experience in passive recruiting through LinkedIn and other social networks. Knowledgeable about different US work Visas like H1B, E3, and TN.
- Follow up the submitted candidates till on-boarding.

**Next Gen IT Solutions | Chennai, IN** - US IT Technical Recruiter  
(Jan 22 - Apr 24)

- Expertise in full-cycle recruitment complemented by outstanding communication abilities. Deep understanding of various tax terms including Corp-to-Corp, 1099, and W2.
- Experienced in fulfilling both contract and permanent position requirements for diverse client needs.
- Collaborative team player with a proven track record of individual performance excellence. Skilled in leveraging job boards such as Dice, Monster, and LinkedIn for sourcing candidates.
- Adept at evaluating candidates by conducting thorough interviews and aligning their qualifications with managers' expectations for optimal placement
- Proficient in passive candidate sourcing via LinkedIn and other social media platforms.
- Successfully fulfilled non-technical staffing needs with precision.
- Demonstrated competence in managing critical hiring requisitions with timely delivery.

 **Education**

**2018 - 2021 Dr. MGR University| Chennai, IN** - *Bachelor of Computer Applications*