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Professional Summary:

- Highly motivated and results-driven IT Recruiter with close to 7 years of experience in sourcing, screening, and hiring top-tier talent in the technology industry.
- Proven track record of successfully filling a wide range of technical positions, from software engineers to project managers, for Fortune 500 companies and start-ups alike.
- Skilled in building strong relationships with both clients and candidates, and adept at managing multiple priorities in a fast-paced, deadline-driven environment.
- Possess exceptional communication and negotiation skills, and a deep understanding of the latest trends and tools in IT recruitment.
- Hands-on experience in US Tax Terms (W2 hourly without benefits, W2 full time and C2C) and Visa Types (H1B, H4, L2, TN, OPT, CPT, EAD, GC and, Citizens).
- Hands-on experience Job Portals like (Naukri, Dice, Monster, TechFetch, CareerBuilder and LinkedIn).
- Hands-on experience in Prohires, and ITServe.
- Hands-on experience in ATS Applicant Tracking system like Conrep and Ceipal.
- Hands-on experience Boolean searches like (AND, OR, NOT, (), "", *).
- Knowledge on (1099, W2 full time) US tax term.

Skills:

- Applicant tracking systems (ATS)
- Job board sourcing
- Candidate relationship management
- Negotiation
- Time management
- Communication

Education

B.E ECE from Anna University, 2011.

Awards & Recognitions

- Received "Customer Focus" award at Saksoft Company for closing 4 positions in quick turnaround time.
- Recognized with the "Spot" award for closing 2 critical onsite positions.

Work History

Client: Innoviox

Role: US IT Recruiter – Bench Sales

Duration: 3/2025 – 6/2025

Responsibilities:

- Marketed bench consultants (H1B, GC, OPT, CPT, EAD, and US Citizens) to implementation partners, direct clients, and vendors across the U.S.
- Built and maintained strong vendor relationships for quick turnaround on contract positions.
- Screened consultants, understood their skill sets, and identified the right job opportunities based on their expertise.
- Negotiated rates with vendors and clients, ensuring best margins for the company and consultants.
- Regularly updated and maintained database of active consultants for fast and effective submissions.
- Coordinated interviews, followed up on feedback, and ensured smooth onboarding processes.
- Worked closely with account managers and recruiters to match consultants with client requirements.
- Submitted consultants to job portals (Dice, Monster, Indeed) and internal databases to increase visibility.
- Tracked consultant performance post-placement to ensure client satisfaction and repeat business.
- Maintained strong communication and relationships with consultants for redeployment.

Client: Saksoft Inc. – Chennai, Tamil Nadu

Role: Executive – US Recruitment

Duration: 12/2020 to 12/2023

Responsibilities:

- Used online social media and online job boards to post open positions and attract potential candidates.
- Sourced applicants for current Technical and Non-Technical positions with Client companies.
- Referred candidate resumes to customer account managers for evaluation and submission.
- Hands-on experience on Job Portals like Dice, Monster, Career Builder, and Techfetch.
- Hands-on experience on LinkedIn.
- Hand-on experience on ATS Applicant Tracking System like Conrep and Ceipal.
- Hands-on experience on Prohires and ITServe.
- Hands-on experience on US Tax Terms (W2 hourly without benefits, W2 full time and C2C) and Visa Types (H1B, H4, L2, TN, OPT, CPT, EAD, GC and, Citizens).
- Hands-on experience Boolean searches like (AND, OR, NOT, (), "", *).
- Knowledge on (1099, W2 full time) US tax term.

Client: Lorven Technologies Inc. – Chennai, Tamil Nadu

Role: US IT Recruiter

Duration: 06/2019 to 11/2020

Responsibilities:

- Used online social media and online job boards to post open positions and attract potential candidates.
- Sourced applicants for current Technical and Non-Technical positions with Client companies.
- Referred candidate resumes to customer account managers for evaluation and submission.
- Hands-on experience on Job Portals like Dice, Monster, Career Builder, and Techfetch.
- Hands-on experience on LinkedIn.
- Hand-on experience on ATS Applicant Tracking System like Conrep and Ceipal.
- Hands-on experience on Prohires and ITServe.
- Hands-on experience on US Tax Terms (W2 hourly without benefits, W2 full time and C2C) and Visa Types (H1B, H4, L2, TN, OPT, CPT, EAD, GC and, Citizens).
- Hands-on experience Boolean searches like (AND, OR, NOT, (), "", *).
- Knowledge on (1099, W2 full time) US tax term.

Client: Keshav Infotech – Chennai, Tamil Nadu

Role: Inside Sales Executive

Duration: 10/2016 to 06/2019

Responsibilities:

- Source new sales opportunities through inbound lead follow-up and outbound cold calls and emails
- Understand customer needs and requirements
- Route qualified opportunities to the appropriate sales executives for further development and closure
- Close sales and achieve quarterly quotas
- Research accounts, identify key players and generate interest
- Maintain and expand your database of prospects within assigned territory
- Team with channel partners to build pipeline and close deals

Client: 8K Miles Software Services Inc. – Chennai, Tamil Nadu

Role: US IT Recruiter – Bench Sales

Duration: 02/2015 to 10/2016

Responsibilities:

- Collecting suitable requirements from Vendors and submitting candidates.
- Sourcing requirements from Job portals like Dice, Monster, Tech Fetch, Career Builder, Prohires, and LinkedIn.

- Hands-on experience using Boolean search like AND, OR, NOT, (), "", and, *.
- Searching for Prime vendors, Implementation partners, End clients, and Companies working for implementation partners via social networks.
- Getting updated profiles and contact information of consultants from Accounts Manager.
- Understanding of Consultants skill sets and their needs by building rapport with them.
- Creating profiles on job portals in accordance with the consultants' skill sets and needs.
- Searching for matching requirements on job portals, Google groups as well on Cyber.
- Populating Vendor contacts and having a healthy relationship with them for job requirements.
- Preparing hotlist of available consultants on bench and flashing it on Prohires for C2C requirements.
- Posting hotlist on various professional social networks.
- Negotiating and confirming rates with Vendors and Clients.
- Following up rate confirmations, getting interview updates from Vendors.
- Sending Calendar invites to consultants of interview schedules and get them acknowledged to make sure that they are attending the interview.
- Sharing results and feedbacks of interviews with consultants thereby increasing the performance of consultants in further interviews.
- Communicating the start date, address and reporting person to consultants and coordinating with him for few days from the start date as a subsequent process to the completion of interview.

Client: SS Computers – Chennai, Tamil Nadu

Role: Computer Hardware Engineer Cum Salesperson

Duration: 08/2011 to 02/2015

Responsibilities:

- Installing OS (Windows XP, 7, 8.1, 10).
- Troubleshooting mouse, UPS and CPU issues.
- Installing driver software for peripherals.
- Printer configuration.
- Desktop CPU assembling.
- Connecting devices on wireless and wired network.
- Port forwarding.
- Buying computer hardware parts from Wholesale dealers, Importers and Manufacturers.
- Selling to local customers.