

LOKESH R

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Location: Poonamallee, Chennai – 600124,

SUMMARY:

- Dedicated US Recruiter with 1.6 years of experience in full-cycle recruitment for IT and Non-IT roles.
- Skilled in sourcing, screening, ATS management, and coordinating interviews for Fortune 500 clients with Strong communication, negotiation, and candidate engagement abilities.

SKILLS:

- Domestic and US Recruiting
- Sourcing, Screening, Interview scheduling
- Applicant tracking systems (ATS)
- RMS (Resources management system)
- VMS (Vendor management system)
- CRM (Candidate relationship management)
- Office management
- Computer skills
- MS Office (Word, Excel, PowerPoint, Outlook)
- Database Management
- MSP
- International voice
- Negotiation
- Active listening
- Analytical skills
- Communication and interpersonal skills

EDUCATION:

- **Dwaraka Doss Govardhan Doss Vaishnav College**
Bachelor of Commerce (General) | 2021 – 2024
Percentage: 73%
- **Jaya Matriculation Higher Secondary School**
Higher Secondary Certificate (HSC) | 2020 – 2021
Percentage: 88%
- **R.T.30 Vivekananda Vidyalaya (CBSE)**
Secondary School Certificate (SSC) | 2018 – 2019
Percentage: 83%

PROFESSIONAL EXPERIENCE:

VIVA IT India Technology Solution PVT, LTD, Chennai

May 2024 to Nov 2025 (1.6 Years)

US Recruiter/Talent acquisition specialist

- Managed the full hiring process for both IT and Non-IT professionals in the US, from sourcing, calling, screening, formatting resume, managing the interview scheduling process and providing feedback.
- Familiar with various US work authorizations, including US Citizen, Permanent Resident/Green Card (GC), H1B, TN visa, 1099, OPT, CPT, and other EADs.

- Proficient in managing multiple employment types such as W2, C2C, and Contract-to-Hire roles.
- Source, shortlist, and recruit candidates using Boolean strings and various sourcing techniques for specific recruitment needs, Sourced through various job portals like Career Builder, Dice, Monster, LinkedIn, indeed etc.
- Drafting attractive emails and SMS to attract the candidates for the recruitment process.
- Negotiate and close candidates at a competitive pay rate.
- Screened resume and aligned them with job requirements while ensuring right match to client's job description
- Experience in cold calling, navigating through job boards, social media platforms and referrals for recruitment process.
- Assessing candidate's skill level, Knowledge, interest, organisational fit etc.
- Maintained a right ATS for candidate tracking and ensured maintaining systematic and comprehensive database for candidate data within the ATS.
- Utilized MS Office 365 tools to format resumes and submit them to the US clients.
- Scheduled interviews as per client, follow-up with consultant, reference check of candidates and ensured smooth communication throughout the process.
- Fostered candidate relationship, follow-up candidates on daily basis and kept strong talent pipeline for future requirements and ensured effective candidate relationship.
- Worked with high-profile clients like (Fortune 500 Clients) like Siemens, PepsiCo, Baker Hughes, Luxottica, Essilor, TriNet, ABB, Avangrid, GE Energy, GE Lighting, GE Oil & Gas, GE Power & Water, GE-Health care, General Electric and also worked with Axalta, Hitachi, Baxter, Abbott, Reyes Holdings LLC, CVS, Health Care Service Corporation (HCSC), AMD, Fiserv, Motorola, BioMerieux, AmeriHealth, Caterpillar, John Deere, other state/federal/Government clients.
- Hired for Healthcare, Medical device, Pharmaceutical, Financial, Telecommunications, oil & gas, Food & beverages, Eyewear, Energy & Utility, Retail, HR Consulting, Production and Manufacturing industries.

INTERNSHIP:

DCE (Government)

May 2023 to July 2023

Intern

- Coordinated the TNGASA (Tamil Nadu Government Arts and Science Colleges Admission) admission process by guiding applicants through the procedure, addressing their inquiries, and providing timely solutions to any challenges faced during the application process.
- Maintained accurate records of applicant data and communications, ensuring confidentiality and compliance with organizational policies.
- Facilitated clear communication between applicants and administration, contributing to a positive applicant experience and efficient processing of admissions.

CLUBS:

- Citizen consumer club
- Rotaract club

CERTIFICATIONS:

- SAP (precent)
- Internship Training – HR
- Advance Excel
- Stock market/ Security market Advance
- Financial Market
- 3C'S in Authenticity in Leadership