Karthik Kumar Venkatesh

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# PROFESSIONAL SUMMARY

* 5+ Years of experience in all phases of recruitment life cycle and Account Management, with experience across multiple domains like IT, Engineering, Pharma, Hospitality, Life Sciences, Banking and Finance.
* Extensive experience handling clients from the major Fortune 100 and Fortune 500 companies.
* Bringing in new accounts that needs staffing solutions for their projects and farming pre-existing client accounts to bring in more business to the organizations.
* Expertise in using ATS like Job Diva, Ceipal, Zoho Recruit, Jobvite. Experience working with CRM and VMS like ilabor, hirecraft, Fieldglass, Synergy. Have used internal HRIS like GreytHR, Workday, Sharepoint, SAP SuccessFactors.
* Experienced in supervising new recruits and training them on Business Process and Procedures.
* Seasoned professional with experience working in both Corporate as well as agency setting.
* Taken part in various initiatives for the betterment of the company like Kaizen, Scrum etc.

# WORK EXPERIENCE

**ND Global Consulting Services Toronto**

*Human Resources Specialist January 2023 – Present*

*Roles and Responsibilities:*

* Performed full cycle recruitment from requirement gathering from client managers, Sourcing, Screening, interview scheduling, offer drafting, onboarding of candidate.
* Acquire a comprehensive grasp of the clients' market position, their recruitment requirements, and overall approach.
* Effectively handle client input to initiate candidate searches with precise guidance and defined schedules.
* Manage day-to-day client communication and ongoing relationships as it relates to current, new and upcoming search opportunities.
* Close deals with prospective clients and signing them up for our recruiting services to bring in more business and hence revenue to the company.
* Implemented AI extensions to automate the client connection processes.
* Networked with past and present consultants for sourcing of talent and possible leads/ opportunities.
* Report the team, client and company’s performance to the upper-level management by creating visualizations on Microsoft Excel or SAP BI to the HR manager on a biweekly, quarterly, semi-annual and annual basis. Also involved in creating ad-hoc reports to manage the team’s progress.
* Involved in measuring the KPIs of the recruitment practices involved in the company and perform the data entry and data processing tasks.
* Worked along-side with the finance department to pull the payroll data of the candidate in the billing at our client accounts and analyze the data for any discrepancies and related reconciliation.
* Handled a team of 3 recruiters simultaneously and trained them about trending recruitment practices and best practices.
* Handled both IT as well as non-IT roles.
* Gathered job requirements, Executive Search, Proven track record of souring, screening, and interviewing viable candidates.

# Ennuviz Labs Toronto

*Talent Acquisition Specialist*  *October 2021 – November 2022*

*Roles and Responsibilities:*

* As a Technical Recruiter my responsibilities include full cycle recruitment for both full-time and contracting requirements
* Farmed existing accounts to build stronger relationship with the client organizations to bring in more revenue.
* Signed new clients for their staffing needs through LinkedIn networking, database scouting and cold calling.
* Discuss requirements with consultants and reposition resumes according to requirement and consultant's comfort.
* Used innovative chrome extensions and farming tactics to make the business sustainable.
* Developed strong loyal relationships with consultants that also led to referrals.
* Developed database of various skill consultants via telemarketing, referrals, and Internet & Networking resources
* Sourcing candidates through Employee referrals, Personal network, Vendors, Jobsite (Monster, Dice, Career Builder etc.), Job postings, Advertisements
* Building proactively resume pipeline for few proposed rare skills.

# Tavant Technologies Bengaluru

*Human Resources Executive – Talent Acquisition (Covid Layoff) September 2019 – July 2021*

*Roles and Responsibilities:*

* Responsible for full cycle recruitment from requirement gathering to onboarding the candidate.
* Worked on internal requirements, staffing requirements as well as fixed bid project with clients of various domains.
* Coordinated with clients about the external panel interview schedules and scheduled interviews accordingly.
* Maintained strong relationships with the Project managers and related stakeholders for project biddings, getting staffing requirements, etc.
* Farmed existing accounts to build relationships with new POCs to bring in more verticals.
* Getting involved in the interview process by being a part of the panel and co-ordinating with the technical panel and the candidate.
* Experience working on onboarding the shortlisted candidate from getting offer approval from upper-level management, releasing offer letter to the candidate, getting the SOW signed from vendor, getting the offer letter signed by the candidate for initiating the BGC.
* Also, co-ordinate with the placed candidate regarding the start as well as with queries regarding timesheets.
* Candidate coordination during selection process and post project deployment
* Assisting HRBP with onboarding and documentation
* Analyze IT requirements and identify quality consultants from Internet search using job boards like Dice, Monster, Career Builder (Portals)
* Screen consultants based on job description, checking consultant's in-depth knowledge of relevant technology, functional skills, behavioral attributes, job history, geography, ability to travel, and other relevant qualities.
* Negotiated hourly rates with consultants according to employer profit margin for contract placements (C2C/W2)
* Developed strong loyal relationships with consultants that also led to referrals
* Sending hot list to Vendors, Mail Merge to all our Vendors list and Job posting on the portals
* Present job requirements to the consultants accurately and make sure that both the job expectations and the consultant's expectations are clear before getting deep into the recruiting process.

**IT Trailblazers Bengaluru**

*Technical Recruiter – North America**April 2018 – August 2019*

*Roles and Responsibilities:*

* Experienced in full cycle recruitment from requirement gathering, sourcing, first level technical

/Personal screening, interview scheduling.

* Experience working with a very big number of active C2C vendors.
* Experienced in farming accounts to find new prospective contacts to work on the staffing needs.
* Used various techniques of recruiting like direct sourcing and also by networking with the

consultants through-out the US

* Actively participated in various initiatives taken up by the high-level management and working

directly under the CEO

* Working for both direct client as well as system integrator requirements.
* Working for various government client requirements like NYS department of health,

Department of Education, Department of old age through implementation as well as direct

* placements.
* Experience working on both IT as well as non-IT requirements

# TECHNICAL SKILLS

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| --- | --- |
| **Applicant Tracking Software** | JobDiva, Jobvite, Ceipal, Zoho Recruit, |
| **HRIS, CRM & VMS** | iLabor, Sharepoint, Salesforce CRM, SAP Successfactors**,** Zoho, Synergy, Fieldglass, GBAMS, Workable |
| **Computer Skills** | MS Office, Advanced Excel, PowerBI, SAP BI, SQL, Python basics, Catia V5, Hypermesh |
| **Job Boards** | Dice, Monster, Careerbuilder, Google Advanced Search, Recruitin |
| **AI Extensions** | In-Touch AI, Longlist AI, Sales Navigator, Lusha, Hiretual |

# CERTIFICATIONS

* LinkedIn Certification on Virtual Recruiting
* LinkedIn Certification on Recruitment Communications
* Coursera Certification on Introduction to relational Databases

# EDUCATION

**Conestoga College, Kitchener, ON**

*Strategic Global Business Management*

Human Resource Management, Business Management, Data Analysis, Business Analysis, Corporate Social Responsibilities, Sustainability Management, Accounting, Finance and Budget.

# The Oxford College of Engineering, Bangalore, India

*Bachelors in mechanical engineering*

Manufacturing Engineering, Engineering Management, Industrial Engineering, Total Quality Management, Engineering Finance, Computer Programming, Computer Designing.