**P.H. Balasubramanian (Balu)**

**Balasubramanian (Balu) has over 25 years of experience entirely devoted to the recruitment of Software Professionals to the USA through filing of Fresh H-1B, bringing consultants on company’s payroll through H-1B transfers, Sourcing and fulfilling requirements of Direct Clients and preferred vendors. Current Experience in all aspects of Domestic Staffing in India. Vast experience in permanent, Contract and Contract-to-Hire staffing experience with US and Indian Companies.**

**Currently engaged in domestic (pan India) Contract, Contract-to-hire and permanent staffing for Indian IT Majors.**

**Earlier experience includes selling of Diagnostic Instruments, reagent kits etc. and Ethical Pharmaceutical Product selling.**

**Education : Bachelor of Science from Bangalore University**

**Post Graduate Diploma in Computer Applications.**

**Career Highlights**

**On boarded more than 2000 resources for FAST Inc, NY and E\*pro Inc, NJ by H1-B processing.**

**Bagged USD 1.5 Million off-shore project from Thorn EMI, UK . Y2K remediation project on AS/400**

**Successfully Conducted 5 boot camps and on boarded 200 resources for Oracle India**

**Named Highest SAP resource provider by TCS in the year 2006-07**

**Rapidly scaled Head Count in Oracle and averaged over 100 live billings.**

**Recruited over 40 translators across various vernacular languages like Hindi, Tamil, Kannada, Telugu, Malayalam, for the prestigious Gtrans project of Google in 30 days..**

**Last worked at Caritor Solutions as Staffing Head heading a team of 8 recruiters in charge of Staffing- Permanent, Contract and Contract-to-hire positions for Various clients.**

**Broad Job Responsibilities include**

* Leading a team of 8-10 recruiters. Mentor and ensure them being successful.
* Gathering requirements on daily basis from clients.
* Quality check on Recruiters submission
* Ensure openings move through the recruitment cycle in an expedient fashion.
* Facilitate selection decisions and negotiate and extends job offers. Work with hiring

managers to ensure that potential team members form a strong connection between

their acceptance of their offer and their start date.

* CV Short-listing with a prior understanding and discussion of the job specifications with

the peers.

* Coordinate interviews at all phases of recruitment process for the candidates.
* Continuous interaction with the clients on a regular basis.
* Responsible for detail evaluation of candidates against specific IT requirements
* Maintaining a healthy pipeline against the open positions,
* Negotiate & convince the candidates to accept the offer & join at the earliest.
* Coordinating and scheduling the interviews of the respective candidates and also
* with the consultants.
* Highly skilled at sourcing using Networking, Headhunting and direct Market search

strategies.

**Highlights of Experience**

In Reverse Chronological Order

January 2017 to June 2018

**Caritor Solutions India Pvt Ltd**

**Head - Staffing**

Working as **Staffing Head**, Hand-holding the team in Staffing- Permanent, Use of existing database, Referrals and paid-databases to source candidates.

* Sifting of resumes
* Short listing of potential candidates
* Scheduling, Interviewing via telephone, or personal face-to-face interview
* Coordinating the Initial Technical Interview
* Arranging the final technical interview.
* Negotiating the salary and finalizing the candidates
* Co-ordination till on boarding of the candidate.

Clients include Oracle, Wipro, FIS etc

**Highlights of Experience**

In Reverse Chronological Order

Feb 2016 to September 2016

**TRUGlobal Software India Pvt. Ltd.**

**Senior Recruitment Manager**

Working as **Senior Recruitment Manager**, Hand-holding the team in Staffing- Permanent, Use of existing database, Referrals and paid-databases to source candidates.

* Sifting of resumes
* Short listing of potential candidates
* Scheduling, Interviewing via telephone, or personal face-to-face interview
* Coordinating the Initial Technical Interview
* Arranging the final technical interview.
* Negotiating the salary and finalizing the candidates
* Co-ordination till on boarding of the candidate.

Clients include nVidia, Sungard, Viavi, Symantec, Linkedin, BMC etc

August 2006 till December 2015

**iNetframe Technologies P Ltd**

Senior Manager- Talent Acquisition

Working as Manager- Talent Acquisition , Hand-holding the team in Staffing- Permanent, Contract and Contract-to-hire positions with clients like Oracle Corporation, TCS, Infosys, Infosys BPO, HCL Technologies, IBM, Mindtree etc. I am a Recruiter known to be hands-on always!

* Use of existing database, Referrals and paid-databases to source candidates.
* Sifting of resumes
* Short listing of potential candidates
* Scheduling, Interviewing via telephone, or personal face-to-face interview
* Coordinating the Initial Technical Interview
* Arranging the final technical interview.
* Negotiating the salary and finalizing the candidates
* Co-ordination till on boarding of the candidate.

June 2004 till July 2006

### E\*Pro Inc, Woodbridge, NJ

Initially as recruiter , was primarily involved in recruitment of software professionals from India for our US operations primarily through the Non-immigrant visa H-1B

* Use of existing database, Referrals and paid-databases to source candidates.
* Sifting of resumes
* Short listing of potential candidates
* Scheduling, Interviewing via telephone, or personal face-to-face interview
* Coordinating the Initial Technical Interview
* Arranging the final technical interview from New Jersey
* Negotiating the salary and finalizing the candidate,
* Collecting of all necessary papers for H1B processing,
* Filling-up of I-129 and other mandatory forms
* Coordinating the filing with New Jersey Office and In-house attorney
* Sustaining candidate interest through constant correspondence.
* Making Web appointments.
* Counsel the candidates on Filling up of DS-156 and 157 forms
* Briefing the candidates of ‘Do’s and don’ts’ at the US embassy .
* Coordinating the flying of the candidate after Visa Stamping.

November 1997 till June 2004

**Friendly Advanced Software Technology (FAST) as Business Manager.**

Handling total recruitment activity for FAST Inc , New York. From finalisation of advertisement content by coordinating with the advertisement agency , sifting of resumes, short listing of potential candidates, scheduling, Interviewing via telephone, personal face-to-face interview, arranging the final technical interview from New York, negotiating the salary and finalizing the candidate, collecting of all necessary papers for H1B processing, coordinating the filing with New York office. Sustaining candidate interest through constant correspondence. Briefing the candidates of ‘Do’s and dont’s’ at the US embassy and coordinating the flying of the candidate after Visa Stamping.

Was also involved in Software Services Marketing to the European Continent, APAC countries and the Benelux as secondary responsibility.

April 1995 to October 1997

## Kalpatharu Care Systems Pvt. Ltd , Manager Operations

Kalpatharu Care Systems Pvt. Ltd was a Company involved in Women Entrepreneurial development. The sold Personal Computers at low down payment and gave away data entry work to women as part of their social upliftment strategy.

My job involved devising the expansion strategy, counseling and training the women entrepreneurs.

I also edited 2 issues of Company’s magazine ‘Compumos’.

March 1990 to April 1995

**Win Medicare Ltd**

## Professional Service Representative

Ethical Pharmaceutical selling of their range of medicines to the Medical fraternity.

Job involved meeting doctors for prescription generation, coordinating with the chemist to hold shelf-stock and monitoring off take. And also Appointment and Servicing of Distributors.

September 1988 to February 1990

## Citadel Fine Pharmaceuticals

**Medical Representative**

Ethical Pharmaceutical selling of their range of medicines to the Medical fraternity.

Job involved meeting doctors for prescription generation, coordinating with the chemist to hold shelf-stock and monitoring off take. And also Appointment and Servicing of Distributors.

December 1987 to April 1988

## Miles India Ltd, Diagnostic Specialist

Selling their range of reagent kits, whole blood Glucose testing instruments ‘ Glucometer’, Semi –Auto Analyser SEAC-CH100 to Medical Diagnostic labs/ Pathologists.

**Strong Points:**

**Good Communication Skills, both oral and written**

**Endowed with Abundant Patience (a trait which helped me a lot in recruiting people for USA)**

**Proactive / Consistent resume database building ability.**

**Good selling skills.**

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