RESUME

**VIVEK PEDDIPAGA**

**ADDRESS:**

**10/4 Arundel pet, DR.NO: 908 Guntur, Andhra Pradesh**

# CARRER OBJECTIVE

Looking for a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learning’s. To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

## EDUCATIONAL QUALIFICATIONS

I have completed my graduation **B.TECH (CIVIL) from VVIT (JNTUK) with 5.68**

**CGPA** in the year of **2020.**

I have completed my Intermediate **(MPC)** from **Sri Chaitanya junior college with 75.6%** in the year **2016.**

I have completed my **SSC from Siddhartha Public School** with **7.5CGPA** in the year **2014.**

# COLLEGE PROJECT:

**Title:** GEOMETRIC DESIGN OF HIGHWAYS

**Description:** This project is used to Design the Horizontal alignment and vertical alignment of Highway’s

: **vivekpeddipaga07@gmail.com**

**: +91-7093375769**


## SKILLS

 Good communication skills  Leadership qualities

 Negotiation skills

## TECHNICAL SKILLS

**Software: excel, word.**

## **Auto CAD – 2D & 3D Design. Revit 2D & 3D.

**Stadd pro.**

## CO-CURRICULAR ACTIVITIES

Workshop on stadd pro. Workshop on Auto CAD.

Complete Internship on site engineer.

## PROFESSIONAL EXPERIENCE:

**Organization: Jupiter Technologies Year:** Jan 2022- Till now

## Role: Bench sale Recruiter / IT Recruiter Roles & Responsibilities:

 Working with preferred and screened vendors who accept H1B, H4EAD and GC candidates.

 Strong relationship with clients/partners and a consistent track record of achieving business through them.

 Sourcing the profiles and submitting them as per requirement.

 Using different job portals (Dice, Monster, Tech fetch, LinkedIn, Bench Info, Prohires) for different positions to get the resumes of candidates.

 Mass mailing to vendors regarding positions and getting the candidate resumes like Mail chimp.  Working on different tax structures like (W2, C2C)

 Experience in client job requirements and identifying different job avenues to find and search candidates.

 Scheduling the interview and follow up with them. Also maintaining pipeline of candidate's interviews.

 Developed strong client and candidate relationships and maintained good communication with them.

 Negotiating the rates with vendors while submitting the resumes.

 Exploring all the requirements in US with many vendors by connecting through hotlists.

# CIVIL SITE ENGINEER

# May 2021 – Dec 2021

#  Responsibilities:

 Performs site grading and earthwork analysis.

 Coordinates with other project disciplines including architecture, structural, mechanical, and electrical.

 Performs routine engineering assignments requiring application of standard techniques and procedures.

 Works independently on smaller projects or assists senior engineers on larger projects.  Professional Engineering licensure is required.

 Continuing education in the field of civil engineering is required.  Experience with AutoCAD Civil 3D is required.

## DECLERATION:

I hereby declare that all the above mentioned details are true to the best of my knowledge and belief.

## DATE:

**PLACE:** GUNTUR **P.VIVEK**