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**](mailto: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**