

# KALYAN NAIK R

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## OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## EXPERIENCE

- **Hirexa Solutions Pvt Ltd, Bangalore, Karnataka**

*Dec 2021 - Present*

Executive Recruiter

- Responsible for sourcing, Screening and Validating candidates to fulfill current and forecasted requirements.
- Experience in using popular Job boards like Ciepal, LinkedIn, Internal Database, Monster and CW Jobs.
- Schedule & coordinate Interview
- Doing a follow up with the consultant if he gets any interview schedule.

- **Lancesoft Inc, Hyderabad, Telangana**

*Oct 2020 - Nov 2021*

US IT Recruiter

- Responsible for sourcing, interviewing and qualifying candidates to fulfill current and forecasted requirements.
- Understanding the Job description, identifying and locating the required resource meeting the requirements, using Personal Network / Database and Job Boards.
- Experience in using popular Job boards like JobDiva, Dice, Monster, Internal Database and Career Builder.
- Experience in using LinkedIn to source resumes.
- Knowledge of understanding the Visa status (H1B, GC, US Citizen, OPT, H4-EAD, L2 etc.)
- Handled all full time & contract position of (State clients CO , GA, AZ ,MA etc.,
- Schedule & coordinate Interview.
- Analyzing the requirement and sourcing the resumes from different portals, groups, and referrals.
- Screening the profiles according to the market demand for those technologies, their Visa
- Status, Technical Skills, Communication skills and relocation constraints.
- Strong in Boolean Search strings to find the right candidates and short listing the candidates.
- Finding the availability of the consultant and then conducting tele screening for them.
- Getting the confirmation from the consultant and employer through E-Mails. On rate confirmation agreement.
- Doing a follow up with the consultant if he gets any interview schedule.
- Taking care of the concerns of the consultants whom I have hired.
- Handling end to end recruitment like position understanding, resourcing, interview screening and on boarding.
- Develop and manage strong consultative relationships with Hiring Managers and candidates.

- **Halley's Blue Steels Pvt Ltd, Ballari, Karnataka**

*Dec 2018 - Dec 2019*

Electrical Engineer

- Planning for preventive and breakdown maintenance.
- 180kva diesel generator , eot cranes maintenance.
- Hoist motors maintenance and panel board maintenance.
- 315kva transformer and 100kvar capacitor bank maintenance.
- Industrial and domestic lighting maintenance.

## EDUCATION

- **Rao Bahadur Y Mahabaleswarappa Engineering College, Ballari, Karnataka**

*2018*

Electrical and Electronics Engineering

63.09

- **Gov Ex Municipal PU College, Ballari, Karnataka**

*2014*

PUC

61

- **SSLC**

*2012*

Govt Comp High School, Ballari, Karnataka

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## SKILLS

- MS Office
- MS Outlook
- MS Excel
- Job diva

## ACHIEVEMENTS & AWARDS

- Participated in International Conference On Innovative Ideas in Engineering and Technology.

## PERSONAL PROFILE

- Name : Kalyan Naik R  
Father Name : Shankar Naik R  
Mother Name : Lakshmi Bai  
Gender : Male  
Date Of Birth : 01 - June - 1997  
Nationality : Indian  
Languages Known: English, Hindi, Kannada, Telugu  
Permanent Address: #552/5Th Ward, Mundrigi, Ballari - 583102, Karnataka

## DECLARATION

- I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.