# Kavya M C

**MobileNumber:8867348799**

**Gmail:Kavyamc06@gmail.com**

**Objective:**

To achieve a successful position in an esteemed organization and to contribute efficiently for the growth of the organization and there by satisfying personal goals and would like to maintain long-term relation with the organization.

**Summary:**

* Around 1.7 Years of experience in IT Technical Recruitment.
* Having strong experience in IT Staffing.
* Expertise in sourcing the right profiles, resume analysis and screening.
* Independently handling the complete Recruitment Life Cycle from sourcing, screening, interviewing, coordinating and salary Negotiations.

**Work Experience:**

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| --- | --- |
| **Company** | **Artech Infosystems PVT LTD** |
| **Location** | **Bangalore** |
| **Role** | **Associate Staffing** |
| **Duration** | **October 2018 to Till date** |

**Roles &Responsibilities:**

* Responsible for end to end recruitment.
* **Requirement Gathering:** Getting and understanding the requirements from Clients.
* Sourcing from Various Job Portals / References.
* Getting Profiles through **Mass Mailing** and **Postings** from Naukri.Com as per Job Description.
* Screening and short listing of resumes.
* **Initial Interview:** Interviewing the candidates on the basis of skill sets, Experience, Location and doing Salary negotiation.
* **Formatting:** Formatting the resumes as per client's request, making data-sheet (Candidate summary sheet) and excel sheet for each resume.
* **Scheduling:** Scheduling Interviews of the short-listed candidates as per client's requirement.
* **Coordination:** Responsible for coordination of the interviews with the clients, Candidates and also arranging for it.
* **Followven up:** Getting the feedback from the clients and following up the selected candidates till

closer . Following-up with the candidates to keep them Active and convincing the candidates on the respective offers, terms and conditions of the firm.

* Regular Follow-ups with the candidate on offer made and date of joining.
* Making Daily, Weekly and Monthly report (Tracker sheet).
* Have worked on IT requirements.

**Clients Working for:**

* Dell International
* Samsung SDS India Pvt Ltd
* DXC Technologies
* Cognizant Technologies Solutions

**Educational Qualification**

* **MCA** from **Dayananda Sagar Academy of Technology and Management**, Bangalore Visvesvaraya Technological University in the Year 2017 with 71%.

**Personal Data:**

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| Name | Kavya M.C. |
| DOB | 06.07.1994 |
| Gender | Female |
| Father Name | Chandrashekar. A |
| Nationality | Indian |
| Religion | Hindu |
| Marital Status | Un Married |
| Languages Known | Kannada and English |

**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.

Place: Bangalore (Kavya MC)

Date: