

KALYAN DADEDPOGU

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Seeking Challenging Position in HRM with an organization of repute

Profile Overview:-

- 3.6 Years of experience in IT Recruitment, C2H, Permanent Staffing, Recruitment coordination, On Boarding, General Administration.

Professional Experience:-

Currently Associated with Tayana Technologies Private Limited As HR Manager.

Since April 2019

- Responsible for handling IT requirements
- Experience with C2H , Permanent staffing
- Maintaining Monthly New Joinees and Exit Data for PF
- Managing entire recruitment and selection process involving interview scheduling, salary negotiation, offers, reference checks, and final closure of positions.
- Sourcing profiles from portals, database, employee referrals, walk in, etc.
- Content development for Induction process and delivering sessions to the new joinees and orienting them to various departments and company policies so as to ensure their effective on-boarding.
- Handling confirmation of all the employees.
- Maintaining software of Attendance of all employees.
- Managing Leaves of the employees.
- Handling Exit interviews and issuing relieving and service letters.
- Processing & documentation of performance appraisal, issuance of increment letter & increment effects in Payroll.
- Posting vacancies on portals. Match the profile of the candidate on technical grounds
- Responsible for negotiation, paper work validation and closed candidates for assigned requisitions.
- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)

Worked with PRECICON SERVICES PVT. LTD as HR RECRUITER
November 2016- Feb 2019.

- This position includes 70 % **Recruitment** 30 % **Core HR Activities**
- Responsible for handling IT requirements
- Experience with C2H , Permanent staffing
- To understand IT requirements of clients IT resource need and deliver qualified consultants
- Sourcing and screening potential IT candidates from effective usage of Internal Systems / Database, Job Portals, Postings and Networking within time frame
- Posting vacancies on portals. Match the profile of the candidate on technical grounds
- Responsible for negotiation, paper work validation and closed candidates for assigned requisitions.
- Responsible for editing and formatting resumes matching consistency and giving visual and technical perfection to them for presenting it to clients.
- Maintaining Candidate/Vendor relation on the progress of submittals made, Interview Coordination and taking care of the joining formalities
- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
- Coordinate HR projects (meetings, training, surveys etc.) and take minutes
- Coordinate communication with candidates and schedule interviews

Worked with VERTEX CUSTOMER CARE PVT LTD as BUSINESS ASSOCIATE
Feb 2015 – Aug 2016

- Advises present or prospective customers by answering incoming calls on a rotating basis; operating telephone equipment, automatic dialing systems, and other telecommunications technologies.
- Influences customers to buy or retain product or service by following a prepared script to give product reference information.
- Documents transactions by completing forms and record logs.
- Maintains database by entering, verifying, and backing up data.
- Keeps equipment operational by following manufacturer's instructions and established procedures; notifying team leader of needed repairs.
- Maintains operations by following policies and procedures; reporting needed changes.
- Maintains quality service by following organization standards.
- Maintains technical knowledge by attending educational workshops; reviewing publications.
- Contributes to team effort by accomplishing related results as needed.

Certifications:

1. Professional in Human Resources (PHR) From LinkedIn

URL: shorturl.at/apACO

Highlights:

- Timely update day to day works.
- Maintenance of day to day operations.
- Attendance compilation and processing of commission and incentive.
- Handling Employee Queries in time with relevant information.
- Induction training to all new joiners.
- Screening the candidate as per company requirement.
- Maintain the data base of associates including their Leaves and Incentive.
- Responsible for sourcing candidates to premier companies across all levels and domains.
- Expertise towards all methodologies of sourcing like Walk-in, headhunting, networking, employee referrals, various job portals, professional & social networking sites, industry mapping.

EDUCATION:-

Year	Course	Board/University
2014	B. Tech (ECE)	St.Marys Group, Hyderabad, JNTUH
2010	Intermediate (MPC)	SSR JR COLLEGE, Nizamabad
2008	SSC	ZP High School (Andhra Nagar)

ACHIVEMENTS:

- Awarded With **GOLD MEDAL** in SSC With School Top Marks

Personal Information:-

- Father Name: Late Mr. Pethuru
- Present Address: Madhapur , Hyderabad