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Summary

IT-Recruitment: Client Handling, Requirement Gathering, Mass mailing, Sourcing, Screening, Shortlist, Interview scheduling, Interview Coordination, Talent Acquisition, Post offer Follow-up, On boarding.

Recruitment & Staffing: 5 Yrs of experience # Client Handling: Preparing Pipeline status, tracking the interview schedules, coordinating for clarity on requirements from Clients.

Team Management: Driving team towards success and achieving clients satisfaction in terms of results # Mentoring: Involvement for juniors development in terms of technical skills and knowledge. # Interview Coordination: As per the client necessity during massive walk-in lineup schedules.

Researcher: To understand the JD deconstruction in order to identify the right fit to fulfill the position.

Quick learner & Time Management: To learn quickly on new concepts and maintain better time management towards the success in performance.

Experience



Consultant

CareerNet Technologies

Nov 2018 - Present (1 year 10 months +)

- I am a Recruitment Associate at Microsoft IDC-Hyderabad in managing the End to End Recruitment for C+AI Group.
- Works as a consultant and maintains a regular interaction with all Stakeholders to analyse, design and plan Hiring activities.
- Coordinate with the candidate and Panel to set up interviews either through Microsoft Teams/Skye/In Person mode.
- Scheduling the interview over Dynamics 365/ Microsoft Recruit tool.
- Involves in travelling Pan India for recruiting to Microsoft IDC-Hyderabad over weekend depends on Hiring needs.
- Coordinating with the logistics team & Vendors Management.
- Maintaining candidate details in trackers and generate Ad-hoc recruiting reports through tools to track candidate status.

- Works towards HR Operations in managing Microsoft Career Page in order to run through the Recruitment life cycle starting from schedule to Offer Management.
- Provide high-touch and best-in-class service to candidates throughout their entire interviewing experience and build collaborative relationships with Talent Advisors, Hiring Leaders, People & Finance Business Partners and Executive Assistants to help execute the candidate experience.
Facilitate a positive candidate experience by scheduling interviews, coordinating logistics, greeting candidates and being point of contact throughout their visit.
- Briefing candidates before and after interviews and on documentation as required.
- Involves in End to End Candidate Management
- Maintaining and developing database for current and future requirements



IT Recruiter

Technogen, Inc (formerly Syscom Technologies, Inc.)

Dec 2017 - Nov 2018 (1 year)

- Role: IT Recruiter
- Reports to : Account Manager
- Clients Worked: Verizon, Berkadia, Qikpod, JD Sports, First American Corporation
- Clients Handled: Startup/Semi-Startup/ Captive/Product Development/E-Commerce companies.
- Responsible in working for: Permanent Staffing (FTE) & Contract Staffing (C2H).
- Utilize "Ceipal" as an internal tool and job portals like Naukri, Monster & LinkedIn as a source.
- Deals with Levels of Hiring: Junior/Mid/Senior/Manager levels
- Takes ownership in addressing Niche skills & Senior Level roles for Fortune 500 clients.



Talent Acquisition Specialist

Experis

May 2017 - Dec 2017 (8 months)

- Role: Talent Acquisition Specialist
- Reports to : Regional Head
- Onsite Exposure (Client Place): Western Union-Pune ; GUS-Hyderabad
- Clients Handled: Startup/Semi-Startup/ Captive/Product Development/E-Commerce companies.
- Responsible in working for: Permanent Staffing (FTE).
- Usage of "Xtract" as a search engine tool to extract all profiles through naukri & monster.

- Deals with Levels of Hiring: Junior/Mid/Senior/Manager levels
- Clients Worked: NCR Corp,Arcserve,Tech Denali,GUS,Pole to Win.
- Team Handling: Managed a small team and coordinate for the successful delivery for the client.
- Handling the clients independently in order to close the positions within the time frame decided.
- Involves in client support as a Interview coordinator during massive lineup's/Drives.



Associate Consultant

CareerNet Technologies

Feb 2016 - Apr 2017 (1 year 3 months)

- Role: Associate Consultant
- Reports to: Business Manager
- Recruitment Tools: HirePro,Naukri,Monster,LinkedIn
- Clients Handled: CRM/Product Development/Captive/Service based companies
- Clients Worked:Epsilon,British Telecom,CME,Huawei,CTS,ATOS
- Responsible in working for: Permanent staffing (FTE).
- Deals with Levels of Hiring: Junior/Mid/Senior/Manager/Architect levels.
- Handling the entire recruitment cycle exercising all recruitment tools such as references, resume search, database, job portals, etc.
- Sourcing and screening profiles through job portals successfully and sourcing the right candidates according to the job specifications
- Analyzing candidates via telephone about their employment history, skills,education, project details, current CTC, expected CTC, and notice period.
- Overall evaluation of candidates on various parameters according to client's requirements.
- Updating of Internal ATS for the candidates status till the On Boarding
- Creating and maintaining database effectively and managing candidate and client information including client's requirements, interviews scheduled, and list of shortlist/selected candidates.
- Usage of internal tool "HirePro" as ATS to save all our daily database runtime basis.

Education



Jawaharlal Nehru Technological University, Anantapur

Master of Business Administration (MBA), Human Resources Management

2013 - 2015

MBA(HR/MARKETING)



University of Madras

Bachelor of Science (B.Sc.), Electronics and communication Science

2010 - 2013

Studied B.Sc-Electronics and Communication science under University of madras at Hindustan College of Arts and Science,Padur,Chennai,Tamilnadu.



Narayana Intermediate college,vishakapatnam

H.S.C(Intermediate-M.P.C), Maths,Phycis,Chemistry

2008 - 2010



Sri Sarada E.M School,Nellore

S.S.C, 10th Standad

2007 - 2008

S.S.C(10th Standard)

Licenses & Certifications



Strategic Human Resources - LinkedIn



Performance-Based Hiring - LinkedIn



Human Resources in the On-Demand Economy - LinkedIn



Human Resources: Selecting an HR System - LinkedIn



Recruiting Foundations - LinkedIn



Talent Sourcing - LinkedIn



Learning LinkedIn Recruiter - LinkedIn



Interviewing a Job Candidate for Recruiters - LinkedIn



Finding and Retaining High Potentials - LinkedIn



Human Resources: Running Company Onboarding - LinkedIn



Become a Corporate Recruiter - LinkedIn



360-Degree Feedback - LinkedIn

hrist.com

Tech Recruiter Certification Program - hrist.com
cert_ttjhyblj



Social Recruiting for Recruiters - LinkedIn



How to Give Negative Feedback to Senior Colleagues - LinkedIn



Diversity Recruiting - LinkedIn

Skills

IT Recruitment • Executive Search • Internet Recruiting • Screening • Technical Recruiting • Strategic Sourcing • Contract Recruitment • Vendor Management • Applicant Tracking Systems • Employee Engagement