

# D.B.CHETANA

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## PERSONAL STATEMENT

Versatile recruiter with expertise in technical & lateral hiring. Expertise includes recruiting process, technology, and ATS. Strong business and people acumen, customer focus, and systems thinking. Committed to supporting recruitment efforts with focus on engaging and retaining talented staff. Sophisticated in communicating and collaborating effectively with stakeholders with high-level emotional intelligence. Looking to obtain a position where I can maximize my Human Resource recruitment and marketing skills, with the opportunity for career advancement.

## SKILLS

HRBP, Marketing Strategy, Recruiting, Management, Communications, Talent Sourcing, Interviewing, Evaluating Talent, Dashboards, Presentation skills, Reporting, HR Advisor, Microsoft Teams, SharePoint, Project management, Talent Operations, Salary negotiations.

## ACADEMIC SUMMARY

Course	Institute & University	Year of Passing	Aggregate Percentage
B. Com (Professionals)	St. Francis College, Osmania university	2017	82%
Intermediate	Sri Gayatri Academy, SSC	2014	89.1%
School	Takshasila Public School, CBSE	2012	8 CGPA

## EXPERIENCE

### DELOITTE

HR Associate

(March 2019- Present)

- Sourcing passive/ active candidates through internal jobs boards & external vendors for bulk hiring
- Thorough understanding of the recruitment value chain from sourcing to staffing with exposure
- Hiring as per Budgeted Headcount to ensure maximum revenue to the businesses
- Partnered with hiring managers to understand their staffing needs and provide superior quality candidates
- Aggressive follow up with candidates to ensure 100% joining of selected candidates
- Managed complex requirements with strategic approach with necessary head hunting through LinkedIn
- Prepare sourcing reports, interview tracker, TAT report, vendor performance report
- Utilize FieldGlass for reports, dashboards, and other tools to illustrate the recruiting pipeline and results
- Maintain market intelligence and utilize this information for hiring the best talent in the firm
- Play an advisory role to the business in terms of coordination processes and talent acquisition strategy for the firm with hiring suggestion in liaison with the market availability
- Provide on-site training to new-hires within the team on recruitment cycle
- Recruitment marketing of different types of hiring models in contractual space.

**REGALIX INDIA PVT LTD.****Recruiter****(December 2017- February 2019)**

- Sourcing, Screening, Short listing, Conducting Interviews, Negotiations, Offer follow-ups
- Handle referrals, walk-ins on daily basis
- Responsible for end-end campus hiring in Hyderabad
- Executing hiring action plan by understanding the requirements and leading vendors
- Responsible for conducting personal round of Interviews and helping hiring managers to select best talent
- Responsible for preparation of daily/weekly/monthly reports such as in Interview status reports, open, fulfilled & closed demand reports and feedback reports
- Taking care of various aspects in recruitment process: Cost, Source Mix, Diversity and TAT
- Analyzing the requirement carefully and sourcing quality profiles for the same
- Sourcing the profiles/resources from different sources like job boards/portals
- Getting feedback from technical team of all the candidatures and provide feedback to the candidate
- Meeting recruitment targets within defined timelines
- Project Mapping and company mapping for various skills.

**OpenSCG****June 2017 - December 2017 (7 months)****Lead Generation Executive**

- Finding prospect companies and identifying the right decision makers through primary research such as LinkedIn Jobs, Indeed, and secondary sources like Fortune 1000 listings, Inc 500 listings, Hoovers etc.-
- Partially tracking the progress of the leads-> Specific follow – up on leads-
- Involved in planning email campaigns, scheduling the campaigns, analyzing the number of the people who opened the emails and keeping track of the recent visitors who visited the website.

**INTERNSHIP****VOICE4GIRLS****April 2016 – May, 2016**

- Field Coordinator department: I held the position of field coordinator in a camp
- Training department: I was responsible for training a group of 50 students to impart life skills, critical skills and spoken and was involved in driving the entire training process.
- Best Team at VOICE4GIRLS (2016)

**POSITIONS OF RESPONSIBILITY**

- Disciplinary and cultural head and Prefect in 10th std.
- At VOICE4GIRLS - responsible for training and facilitating the academics and logistics.
- WORLD OF COMMERCE (COFEE)- held the position of in charge for planning & guiding the group.

## ACHIEVEMENTS, AWARDS & CERTIFICATIONS

- Won the 1st prize in world of commerce conducted at college (august 2016)
- Received the 1st prize at national level product launch- Marketing Wizard (September 2016).
- Won the 1st place in best marketing wizard at state level (September 2016).
- Earned the most prestigious award “best field coordinator” at VOICE4GIRLS.

## EXTRA-CURRICULAR ACTIVITIES & INTERESTS

- Hobbies- Dancing, painting, writing
- Language proficiency- English, Hindi, Telugu, Kannada, Tamil

## OTHER SKILLS

- Good reporting (Excel) skills
- Basic HTML
- Proficiency with Microsoft Word
- Good analytical, logical, problem solving abilities.
- Ability to learn and grasp quickly in any environment.
- Willingness to work in teams.
- Excellent conversational skills, presentation, and documentation skills.
- Commitment to work and time management skills.

## PERSONAL INFORMATION

- Date of Birth : 16 June, 1996
- Marital Status : Single
- Nationality : Indian
- Gender : Female
- Passport : Yes