**SUBHASHREE MOHAPATRA**

**Contact:** +91-7064584098/8249396997 **| E-mail:** subhashreem6@gmail.com | **DOB:** 02/04/1994 |

**Current Location: Hyderabad**

**Looking for Opportunities at Hyderabad**

**Available to join immediately**

To obtain a reputed position and strive for excellence - with dedication, proactive approach, positive attitude and passion towards the work that will utilize my logical and reasoning abilities in the best possible way for the fulfillment of organizational goals.

**IT staffing ▪ Client co-ordination ▪ Recruitment & Selection ▪ Salary Negotiation▪**

**Offer Generation ▪ Joining Formalities ▪ Induction**

**SKILLS AND PERSONALITY TRAITS**

* An accomplished recruitment professional with 3.10 Years of valuable contribution towards End to End recruitment life cycle along with experience in head hunting, social media hiring, leadership hiring and talent acquisition.
* Expertise in managing all phases of the full-cycle recruitment process by utilizing technology tools and digital platforms to source best qualified candidates for multiple positions; and building a talent pipeline for highly specialized niche & super niche requirements.
* Experience extends into recruiting professionals from various domains (IT, BFSI, Telecom, FMCG, Manufacturing) for India and for different African countries like Kenya, Nigeria & (South Africa, Kenya, Nigeria, UAE, Kuwait, Qatar, Saudi Arabia, Oman).
* Recruited for reputed clients like Tech Mahindra, IBM, Oracle, Airtel, TCS, Deloitte, ADP, South African Reserve Bank, First National Bank, Nedbank, Wesbank, Liquid Telecom, CellC, MTN, GBN, Bechtel, Alexander Forbes, Abu Dhabi Commercial Bank, Texas A&M , Oman Power and Water , [Ahli Bank Qatar](https://en.wikipedia.org/wiki/Ahli_Bank_Qatar), National Bank of Kuwait, Central Bank of the United Arab Emirates(CBUAE) and many more.
* Expertise in utilizing web recruitment tools (Naukri.com, Monster, Job Posting LinkedIn), personal database, reference and other non-conventional methods of resource.
* Trained Fresher’s (New Employee) in Process of Recruitment during their internship.
* Ability to interact professionally with a diverse group of clients, senior management professional and staff members at global level.
* Self-Motivated & Enthusiastic
* Ability to Work Autonomously as well as Good Team Player
* Quick Learner, Adaptability, Confident & Positive Attitude

**Areas of Strength:**

* Talent Acquisition/ Campus hiring & placements
* Social Media Hiring
* Talent Mapping
* Recruitment Training
* Head Hunting
* Offer Negotiation & Closing
* Volume Hiring
* Client Coordination

**PROFFESSIONAL EXPERIENCE**

**Executive HR- TAG- ValueLabs LLC, Hyderabad March 2020-till now**

**Responsibilities:**

* Involved in End to end Recruitment for Direct Hire, Contract, Contract-to-Hire, and Project based technical positions across PAN India & other international locations (UAE, Kuwait, Qatar, Saudi Arabia, Oman).
* Interacting with Business Heads to understand job requirements.
* Interview applicants by ensuring that their skills match job requirements.
* Sourcing candidates directly in the marketplace and developing candidate pool within their respective market streams.
* Coordinating interviews with Business Heads/ defined panels.
* Utilize and establish, proven recruiting resources to build a network of qualified candidates to recruit, submit and close on various job orders.
* Successfully establish, maintain and build relationships with all levels of corporate executives and IT professionals.
* Responsible for market research, negotiations and pay rates.
* Extensively used Internet job boards/search engines (Google Search, Monster, Naukri Gulf, Naukri etc.).

**Resource Consultant- RMG- In2IT Technologies, Bhubaneswar June 2017-March 2020**

**Responsibilities:**

Client Co-ordination ✓ Recruitment & Selection ✓ end-to-end hiring cycle ✓ Salary Negotiation ✓ Employee background verification ✓ Offer Generation.

* Handling End-End recruitment activities for In-house and client requirements. (Permanent staffing & Contract staffing)
* Experience with high volume recruiting of a variety of generic, niche and super niche skilled IT professionals and senior managerial level positions for different technologies across PAN India & other international locations (South Africa, Kenya, Nigeria, Singapore)
* Screen the candidates to check their technical Knowledge, project experience, communication skills, CTC, notice period, academic credentials & related details.
* Interacting with BU Heads -Hiring Managers on a daily basis to understand the pulse and status of individual requirements.
* Responsible for preparing Daily Reports, database trackers and On-boarding report, interview schedule tracker.
* Creating and publishing recruitment data/ reports to the stakeholders for strategic use as well as formulating & updating various dashboards & PowerPoint presentations
* Hands on experience in using various modes of Sourcing channels like Naukri, Monster, Social networking sites like LinkedIn, Facebook, Employee referrals, Head hunting.
* Working exclusively for Week end drives and line up the candidates according to the internal and client’s expectations and Coordinating client interviews at drives.
* Post Offer Follow Up with the candidate to ensure timely Joining.
* Hands-on experience in recruitment tools likes Success Factor, I recruit.

**IT Recruiter- Systems Technology International, Bhubaneswar Aug 2016 to April 2017**

**Responsibilities:**

* Expertise in In-House, Domestic and International Hiring’s.
* Executed complete End-To-End Recruitment Cycle
* Identified and recruited top Engineering talent for infrastructure, support, project management, and other technical roles for healthcare, financial, energy, and consulting companies.
* Handled middle & senior level recruitments.
* Sourced quality candidates by posting advertisements, References, etc.
* Utilized internal tools, social media, career boards (Naukri, Indeed, Monster, LinkedIn), Boolean searches, and more to identify and connect with highly qualified candidates for job opportunities as well as posted jobs on portals.
* Conducted Preliminary Interviews and Coordinating with managers and panels.
* Filled contract, temporary and direct hire positions.
* Screening of Resumes and Mapping with the requirement specifications defined in the job requisition.
* Phone screen/profile, interviewing, scheduling, and processing of candidates.
* Maintaining track record for the submissions, Selections & Joiners.

**TECHNOLOGIES HANDLED**

* Java technologies: Java/J2EE, JSP, Servlets, EJB, Struts, Spring, Hibernate, Apache, Tomcat, WebLogic, WebSphere, Jboss, Sailpoint. Core Java, Web services (SOAP, Restful), HTML, CSS, JQuery and JavaScript Frameworks (Angular JS, Ext JS, Node JS, Back bone JS)
* Data warehousing: Cognos, Informatica
* Oracle (EBS & Fusion Finance Functional /HRMS Payroll/HCM/ Oracle Time and Labor (OTL)/ Oracle /Process Manufacturing consultant, Platform as a Service (PaaS), Software as a Service (SaaS)), Oracle Developers, SQL Developers, Sybase Developers, MY SQL, Flexcube v12, v14
* Testing: Automation Testing (Selenium, QTP), Performance Testing(Loadrunner), Manual Testing and Telecom Testing, UAT, UFT.
* EAI: Tibco, IBM WebSphere,
* Mainframe: Cobol (JCL, DB2), HoganCAMS, Scripting, Cryptograph
* ERP: SAP (MM, PP, FICO, Basis, ABAP, CRM, SD, **HR**, PM, BI), PeopleSoft, JD Edwards (CNC, Sales & Inventory, SCM, Technical, Finance,BI Publisher)
* Microsoft Technologies -ASP. Net, C#. Net, VB.Net, Share point 2013,2016

**ACADEMIC CREDENTIALS**

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| **Qualification** | **INSTITUE** | **BOARD / UNIVERSITY** | **YEAR** |
| **B.TECH** | Koustuv Institute Of Technology, Bhubaneswar | BPUT | 2016 |
| **H.S.C** | City Women's College, Bhubaneswar | CHSE | 2012 |
| **S.S.C** | DAV Public School, Cuttack | CBSE | 2010 |

**AWARDS AND ACHEIVEMENTS**

•Awarded with **Recruiting Excellence Award** in RMG by In2IT Technologies.

**INTERST AND HOBBIES**

* Internet Surfing, Watching Movies, Travelling and Cooking