Shaik Ashok MANASA

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**CAREER OBJECTIVES:**

To witness a career in software industry. To be a part of an organization which enhances my skills and makes me strong in the field of interest.

PROFESSIONAL SUMMARY

* Around 2.2yrs of Recruitment experience as an IT Recruiter with staffing and software companies.
* Worked in closing different Positions
* Hands on experience with job sites and networks such as Naukri &Monster
* Proficient at successful grabbing of Requirements via Internet sources, job portals.
* Highly organized and able to manage multiple tasks at once
* Have good experience in placing consultants in financial, Banking , Telecom , Manufacturing, and IT industries requirements.
* Good Interpersonal, good verbal and oral communication skills in English.
* Work extensively with MS Office tools like Word, Excel.
* Excellent Interpersonal, Convincing, salary Negotiation.
* Excellent Written & Verbal Communication Skills.

**TECHNOLOGIES:**

* Microsoft Technologies  : .Net, ASP, C#.NET, Web Services, SharePoint
* ERP Technologies: SAP ABAP, SAP FICO, SAP BASIS, SAP HR.
* Web Technologies: Java/J2ee, Core Java, spring, Hibernate, JavaScript.
* Portals  : Liferay Portal
* Mainframe Technologies  : COBOL, DB2, PL/SQL
* Testing: Performance testing, Application testing, manual & Automation testing, Selenium-C#, Codedui-C#,Selenium-Java.
* Infrastructure  : UNIX, Sun Solaris,  AIX, Linux, Networking, Desktop Support,Technical support,Remote support

**EDUCATIONAL QUALIFICATION:**

* MBA in IT from Sikkim Manipal university(2013-2015)
* B.Tech in Information Technology from JNTU(2008-2012)

**STRENGTHS:**

* Confidence
* Positive attitude
* Adaptability to work in any environment & Self motivated.
* Hard working & Eager to learn new things

PROFESSIONAL WORK EXPERIENCE

* Working as Executive Recruiter in TestingXperts from March 2018 to till date.
* Working as TA Associate in Primus Global Technologies from February 2017 to till date.
* Worked as Hr Recruiter in TQuanta Technologies from September 2016 to January 2017.
* Worked as IT Recruiter in Prithvi Information Solutions from April 2015 to April 2016.

**ROLES & RESPONSIBILITIES:**

* Handling the entire end-to-end recruitment cycle for assigned clients.
* Coordinating for interviews.
* Experience in domestic IT requirement.
* Experience in screening, and calling.
* Understanding the requirements.
* Applied sourcing methods to find the right candidates by leveraging different

Tools like internal database, and job portals (Monster).

* Screening the profiles suitable for the Client's requirement based on the salary offered and experiences in the industry, skills and assignments to be handled.
* Short-listing resumes based on the requirements.
* Gathering information about candidates (Work experience, present and

Expected compensation, location/relocation information, work authorization

Status, Notice Period, availability for the interview, and motivation factors, etc).

* Interacting with clients to get the interview schedule for short-listed candidates

And making sure that candidate should not be a No-Show by constant follow-up.

* Collects feedback from interviewers and informing the candidates on the same.

**CLIENTS WORKED:**

Tech Mahindra, IBM, Capgemini, Bluejay & Mphasis

**PERSONAL PROFILE:**

Name : S.A. Manasa

Father’s Name : Shaik Ashok

Date of Birth : 10-06-1991

Marital status : Single

Languages Known : English, Telugu, Kannada, and Hindi

**DECLARATION:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

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Signature (S.A.Manasa)

**DATE :**

**PLACE:**