**Chittibabu V Email:** chitti.techhr@gmail.com

**HR Recruiter Mobile:** 7386873668

**Career Objective:**

An highly motivated HR professional with successful track record in Recruitment and administration. Possessing expert HR & Recruiting skills in addition to excellent interpersonal and analytical skills seeking a challenging position where these skills will be optimally utilized.

Having 3+ Years of experience in HR Administration and End-to-End Recruitment looking forward to explore and innovate myself in a professional perception.

**Experience:**

Working as HR and Recruiter in India Domain Web Services Pvt. Ltd

**Duration:** Aug 2015 to Till Date

**Clients:** Infosys, IBM, Mindtree, Liquid Hub, Tradeleaves, Indus Business Systems, Wipro, Techmahindra, Virtusa

**Responsibilities**

* Recruitment, Training & Development & controlling retention
* Induction, Performance appraisal, Employee Benefit.
* Preparation of HR reports & Issue I-Cards.
* Attendance, Leave, PF, ESI, PT Matters.
* Verify the Appointment, transfer, promotion & increment letters.
* Provide medical claim & accident policy benefits.
* Handling office mgt & controlling staff in the absence of Regional Head.
* Involved In end to end Recruitment
* End-to-End recruitment for Permanent/Contract to Hire/Contact Placements.
* Involved in gathering requirements for various positions.
* Handling the complete Recruitment Life Cycle – Sourcing/Screening, Short-listing.
* Source candidates from portals like Naukri / Monster Talent Recruit( Internal data base)
* Source candidate from LinkedIn.
* Source candidates through referrals, advertisements, head hunting & network building.
* Screen the candidates to check their technical Knowledge, project experience, communication skills,
* CTC, notice period, academic credentials & related details.
* Conduct first level interview (Telephonic) to check communication skills, domain skills, interest level &
* availability.
* Match & shortlist the relevant profiles.
* Schedule interviews - coordinate with candidates during their client visit & for next levels of interview through closure
* Participated in Volume Hiring and Walk-in.
* Sending reminder emails to the candidate as and when required
* Continuous follow up with offered candidates as and when required.
* Continuous follow up with offered candidates to ensure offer to on board conversion.
* Preparing weekly and monthly reports.

**Educational Qualification:**

* **MBA (HR/Marketing)** from Govt.College (Autonomous), Rajahmundry, affiliated to Andhra University, Vishakhapatnam, with 7.0 as CGPA in 2011.
* **B.SC (MPC)** from Noble Degree&PG College, Dilsukhnagar, Hyderabad, affiliated to Osmania University, Hyderabad with 57% as an aggregate in 2008.

**Technical Skills:**

|  |  |
| --- | --- |
| **Operating Systems** | Windows 7 & 10 |
| **Packages** | MS - Office |

**Non-Technical Skills:**

* Good written and oral communication.
* Ability to interact effectively and discuss technical issues with other members of the team.
* Can work independently, lead or work within a team environment.
* Self-Motivated and good team player.

**Technologies Recruited :**

|  |  |
| --- | --- |
| **Development Tools** | C, C++. |
| **Databases** | Oracle (PL/SQL/ T-SQL, SOA, Applications), MS SQL Server, Sybase, DB2, MS Access, MySQL |
| **ERP / SAP** | PeopleSoft (HRMS), SAP (FI/CO, CO HR, SD, SCM, MM, PP, WM, ABAP, Workflow, Basis, Netweaver, BI/BO, ABAP-HR, ABAP-Workflow, ABA-Webdynpro), CRM-CIC) |
| **Web Technologies** | PHP, JavaScript, Angular JS, VBScript, Perl, HTML, DHTML, CSS, HTML5. |
| **Microsoft Technologies** | Visual Studio, .Net (VB, ASP, C#,NET), VC++, Crystal Reports,  .Net Technologies like MVC Architecture, WCF, WPF, Silverlight, SharePoint etc. |
| **Java Technologies** | Java, J2EE, J2SE, Java Swing, JDBC, JBOSS, JMS, EJB, Servlet, JSP. |
| **Testing Tools** | Manual & Automation Testing and QA, QC, QTP, UFT, Selenium. |
| **Domain Experience** | Banking, Health care, Telecom |

**Personal Details:**

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| --- | --- |
| **Name** | CHITTIBABU V |
| **Date of Birth** | 6-July-1988 |
| **Gender** | Male |
| **Marital Status** | Single |
| **Nationality** | Indian |
| **Languages** | English, Telugu |

**Self -Assessment:**

I set high standards for myself and have dreams and ambitions. I have a flair for learning contemporary up comings and persistence in problem solving. I strongly believe in my skills set, analytical abilities to prove myself in every step of professional and personal growth.

**Date:**

**Place: Hyderabad Chittibabu V**