**RUTHWICK MUPPIDI**

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**Career Statement:**

Seeking a challenging position that allows me to utilize my creative skills and broad Technical and professional knowledge for development of the organization.

**Professional Summary:**

**Senior Talent acquisition specialist at Dataquest corp (Vkantech) (Sep 2019- Sep 2020)**

Roles and responsibilities

* Coordinate with hiring managers to identify staffing needs
* Determine selection criteria
* Source potential candidates through online channels (e.g. social platforms and professional networks)
* Assess candidate information, including resumes and contact details, using our Applicant Tracking System
* Design job descriptions and interview questions that reflect each position’s requirements
* Contacting past applicants for new job opportunities
* Search resumes in applicant database and forward to appropriate hiring manager
* Foster long-term relationships with past applicants and potential candidates

**Talent acquisition specialist at MaxoTech solutions (Mar 2019-Aug 2019)**

Roles and responsibilities

* Find **Vendors**, **Vendor manager’s** research **vendors** to find the best consultants available in market.
* Managing, administering and building relationship with your vendors to optimize your business outcome.
* Recruiting through Vendor Channel Screen the candidates before arranging for interviews
* Briefing the job description, coordinating with clients and candidates for interview.
* Maintained the database in excel.
* Follow up with candidates till joining
* Delivering the client needs within the deadline.
* Explaining the company benefits to the consultants.
* Coordinating within the team for the best output.
* Marketing our own bench consultants for the vendors.
* Involved in full cycle of recruitment.
* Sourcing candidates from portals like dice, monster and social media

**Training coordinator and Recruiter at SoftHQ (Jan 2018 - Feb 2019)**

Roles and responsibilities

* Scheduling Training for the consultants.
* Negotiation of compensations with students and trainers.
* Hiring All USA Visas, for Training and Direct Marketing.
* Sourcing candidates from portals like dice, monster and social media.
* Screening resumes and scheduling interviews for the eligible consultants.
* Following up with managers regarding position updates.
* Experienced in Bulk hiring.
* Excellent negotiation skills.

**Junior HR consultant at Cloud big data technologies (June 2017- Jan 2018)**

**\*\* Awarded as best employee 2017 \*\***

Roles and responsibilities

* Having Experience and knowledge in recruitment process.
* Scheduling Training for the consultants.
* Hiring All USA Visas, for Training and Marketing.
* Sourcing candidates through Internet-candidate referrals, posting ads in LinkedIn and other social networking sites.
* Excellent negotiation skills. Hiring candidates (IT or Non IT background) Follow up with the candidate and make sure to explain the compensation benefits and other terms and conditions.
* Ability to communicate at all levels effectively whether individually or as a team.
* Assisting in daily HR activities, including interacting with Managers of other departments.
* Collecting, scanning, and sorting job applications for candidate and calling deserving candidates for interviews.
* Reviewed and Revamped Job Description for various designations.
* Posting positions through approved Recruitment channels.

**Career Summary:**

* B-tech Mechanical Engineering with 70.35%.(2014-2017)
* Diploma in Mechanical Engineering securing first class with 68.95%.(2011-2014)
* SSC vocational Radio and TV with 66%.(2010-2011)
* SSC with 78.16%.(2001-2011)

**Technical skill**

* Windows OS operating
* MS office (package)
* Workshop maintenance
* PROE CAD
* AutoCAD
* CATIA

**Project work undertaken as a part of academic curriculum:**

Diploma:

* Project: Sprocket side stand retrieve system
* Review: The project was aimed at fabrication of sprocket side stand retrieve system using of ample, cheap, readily available elements and combining all parts.
* Role: Team lead.

Btech:

* Mini Project: designing of piston rod.
* Review: The project was aimed at designing of piston rod using Catia V5 software.
* Role: Team lead.
* Major project: Design and Development of VAWT.
* Review: The Project was aimed to Design a Wind Turbine by using Composite Materials in Vertical axis and to increase the power generation.
* Role: Team lead.

**Training and certifications**:

* 1-month in plant Training on CATIA V5 Software in Models, at “NATIONAL SMALL INDUSTRIES CORPORATION” (NSIC).
* Certification in PRO-E CAD
* 6 months long training on making components in Production Workshop at “SIGARENI COLLIERIES COMPANY LIMITED” (SCCL).

**Extracurricular activities:**

* Participated in design contest conducted At B.v.r.i.t College, Narsapur, Medak district.
* Participated in various technical and non-technical events in college.
* Participated in a workshop on solar systems.
* Active member in NCC and NSS.
* Strong work ethic.
* Time management abilities.
* Acting as a Team player.
* Attended workshop on 3D printing technology.
* Attended workshop on design and development of solar PV systems.

**Personal Details:**

* Date of birth 17-08-1996
* Father name Sitaramulu
* Mother name Kanakathara
* Languages known Telugu, English and Hindi.
* Hobbies Playing Chess, Listening to music.
* Gender Male
* Marital status Single
* Nationality Indian

**DECLARATION**

I hereby declare that the information given above is true to my knowledge and I am solely responsible for its accuracy.

**RUTHWICK.MUPPIDI**