

Sai Akhilesh Neerumalla

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Career objective

To seek challenging goals and to achieve excellence in the field of human resources with a profound spirit of commitment and dedication to contribute in the development and growth of organization.

Summary

- Expert in understanding the business requirement.
- Involved in full cycle Recruitment involving sourcing, identifying, and interviewing, screening and placing personnel in quick turnaround time in contract, contract with hire and permanent positions.
- Having experience in performing needs analysis, requirements definition, consulting on sourcing strategies, recruiting, screening, scheduling interviews, reference checking, negotiating, making offers, creating contracts and closing candidates that can help actualize corporate missions etc.
- Possess knowledge of recruiting processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
- Effectively recruited candidates through Internet research, internal database, referrals, and other strategies
- Understanding the client requirements, coordinating for short listing and screening including preliminary interview of the candidates
- Responsible to understand and analyse the requirements in different domain categories.
- Coordinating, Scheduling & Conducting Interviews.
- Expertise in using job portals.
- Keeping Track of Responses & Short-listing Profiles.
- Good understanding of the whole recruitment and sales process and excellent requirement analysis capability.
- Checking the credentials of consultants like technical knowledge, communication skills, visa status, rate negotiations, and taking professional references etc.
- Proven successful sales record in the IT Staffing and Consulting Industry.
- Knowledge of technology related business development and staffing services.
- Excellent experience working with vendors.
- Utilize best practices to effectively manage customer deliverable and resources.

Professional Experience
Deloitte Consulting
Role: Recruitment Coordinator
2020

February 2020 to June

Responsibilities:

- Analyze job orders to fully understanding client's specific needs and requirements; update job descriptions to meet business requirements.
- Managed the full-lifecycle recruiting process for open positions within the Technology department.
- Finding active and passive candidates using proactive sourcing methods, direct sourcing and networking to find top candidates for current and future openings.
- Used cold calling, data base mining blogs, internet/web searches, LinkedIn, employee referrals to generate candidate leads.
- Regularly called candidates for updates on job search, interviews and skills. Maintained rapport with active candidates.
- Maintained active and pipeline candidates in Excel spreadsheets and SharePoint to contact for other possible opportunities.
- Build and maintain relationships between clients and candidates to ensure successful partnerships.
- Maintained SharePoint recruiting site for HR.
- Completed paperwork, assisted in interview process.

Avance Consulting
December,2019
Role: IT Recruiter

February,2019 to

Responsibilities:

- Source, screen, interview, and evaluate candidates
- Foster long-term relationships with candidates
- Review and understand technical job requirement requirements
- Review applicants to verify if position requirements are met
- Format resumes meeting client expectations
- Research new technologies
- Create detailed job descriptions
- Follow up with candidates

Technical Proficiency:

Operating System: Windows XP/07/08, Linux
Tools: MS-Word, MS- Excel, MS- PowerPoint

Amazon Development Centre

January,2019

Role: SDS Associate

September,2018 to

Responsibilities:

- Service to North America and Canadian Customers through email
- To provide high-end support to customers on Windows/LINUX environment-based systems through emails and messages ensuring high customer satisfaction levels through prompt solution.
- Help customers with refunds/replacements as per the requirement.
- Responsible to identify problems and route it to different levels and teams as per the issue.

Concentrix Daksh Services India Pvt. Ltd

Role: Phone Banking Officer

February,2017 to April,2018

Responsibilities:

- Inbound calls from Axis Bank Credit Card Customer
- To provide high-end support to customers on Windows/LINUX environment-based systems through emails and messages ensuring high customer satisfaction levels through prompt solution for their technical/non-technical issues.
- Responsible to identify problems and route it to different levels and teams as per the issue.

Achievements

- Event Organizer in Collage Annual day functions and other technical events.
- Received a Token of Gratitude in December 2017 Concentrix.