

**Phani Abhilash P**  
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## **CAREER OBJECTIVE**

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my career then to become a well known entrepreneur.

## **PROFILE SUMMARY**


- Resourceful and detail oriented, skilled problem solver and multi tasker
- An effective communicator with excellent analytical and negotiation skills

## **Work History of Summary**

 Worked as a Chartered Accountant for 7 months with Ghantasala and Co.

### **Roles & Responsibilities:-**

- Bank Accounts And TDS as per Clint requirement
- Books of accounts

 Worked as a Service Executive DSE in Varun Motors Pvt. LTD. Under Maruti Suzuki 9 months.

### **Roles & Responsibilities:-**

- Handling sales and services.
- Deals with various customers and they queries.

## **ORGANISATIONAL EXPERIENCE**

- Organisation : Mind Map Consulting
- Project : HR Recruitment.
- Duration : July 1st 2019 –Till date
- Designation : Recruiting
- Profile : End to end recruitment.

## **Responsibilities**

- Experience in IT/Non-IT Recruiting
- Understanding & Analyzing the requirement of each & every job profile.
- Responsible for end to end recruitment process starting from maintaining database, mapping, sourcing, screening, evaluation, initial interviews, follow-ups, offers and closers.
- Working for Train and Hire Project for Leading MNCs.
- Created Social media initiatives for new employee search strategies.
- CV searches, shortlists and candidate interviews to determine if they Candidates are suitable for any current openings or for retention on the section.
- Sourcing the CVs from job portals like shine.com, Naukri.com & database.
- Thoroughly screen candidate for communication skills and technical proficiency as per the requirements and reviewing candidate's job experiences, negotiating salaries, and placing Candidates in agreeable employment positions.
- Positions worked on: Majorly on Freshers (Junior & Mid-Level Sourcing).
- Majorly Recruiting for Freshers (Volume Hiring, Bulk Hiring, Campus Hiring).
- Grooming a Candidates on HR parameters, Domain skills & etc.
- domain Accounts Payable, Receivable, General Accounts. Sales & Marketing: Domestic & International Banking Domain: Sales, Team Leads, Managers.

## **Key Areas of Work**

- End to end recruiting.
- Documentation and follow-up
- Associates Quality .

## **ACADEMIC QUALIFICATIONS**

- M.B.A (Finance) from TKR college of Management , affiliated to Osmania University , Hyderabad, with 72% in 2019.
- B.Com (General) from Badruka college of Commerce & arts, affiliated to Osmania University , Hyderabad, with 75% in 2015.
- Intermediate from Ideal juniour College , Hyderabad with 65% in 2012.
- S.S.C from Subhodaya High School with 71 % in 2010.

## **TECHNICAL SKILLS**

- Software Applications : MS-Word, MS-Excel, PowerPoint
- Operating system : Windows (7, XP)

## **Linguistic skills:**

- Good command over English, Hindi and Telugu

## **Professional skills:**

- Good Presentation Skills
- Time management
- Optimistic and hardworking
- Able to work under pressure
- Decision making skills
- Team management

## **Areas of interest:**

- Surfing the net , Reading books .
- Playing cricket and Listening to Music.

## **ACHIEVEMENTS**

- Lead Cricketer in school and college level and ended up as Winner in school Competition
- Received many participants certificate in cricket in various competitions at School & College level

## **PERSONAL DETAILS**

Father name : P. Sai Baba  
Date of Birth : 06/01/1995  
Residential Address : H.No : 12-2-06, Thyagarayanagar, Bandlaguda, opp. GSI, Nagole  
, Hyderabad - 500060  
Languages Known : English, Telugu and Hindi