

DIVYA BHARATHI VALAVALA

RECRUITMENT SPECIALIST

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CAREER OVERVIEW

I am a Human Resources Professional with more than 5 years of experience in IT recruitment. Skilled at headhunting and locating top candidates based on skills, experience, background, pay grade and passion. Seeking to leverage HR best practices and recruitment skills to become talent acquisition specialist.

CORE COMPETENCIES

- End to End recruitment life cycle
- Best Recruiting Practices
- Stake holder management
- Offer Negotiation
- Relationship building skills
- Time Management
- Market Analysis

ACADEMIC HISTORY

MASTER OF BUSINESS ADMINISTRATION

Osmania University - 2018

BACHELORS IN ENGINEERING

Jawaharlal Nehru Tech. University - 2013

ACHIEVEMENTS

- Top recruitment player of high-flyer cup in 2018.
- SPOT award as the best performer in Q3 & Q4 in 2016.
- Outstanding performer award in 2014.
- Rookie of the year in 2014.

WORK EXPERIENCE

SERVICENOW (Payroll of Global Sena)

RECRUITMENT SPECIALIST | DEC 2018 - NOV 2019

- Reach out to passive & active candidates, engage candidates for developer & programming skills.
- Worked closely with cloud platform engineering team.
- Review and screen applications in accordance with the open job roles from job boards and employee referrals.
- Market and promote vacancies on job boards, career portals and social media platforms.
- Build and maintain company database via ATS system.
- Guided possible candidates from employment process, initial phone screening until the final interview process.

HCL Technologies

EXECUTIVE | JUNE 2016 - NOV 2018

- Handling Offshore (India) Recruitments for horizontal ERS-ECH & lateral recruitment.
- Responsible for Planning, development, implementation of consistent quality in the talent acquisition process.
- Salary Negotiation End to end responsibility of position closure is independently initiating, closing compensation discussions

Infosys Ltd.

SENIOR PROCESS EXECUTIVE | JULY 2015 - APRIL 2016

- My responsibilities include recruiting, sourcing, qualifying, the presenting candidates of all the levels.
- Supporting candidate through the interview process, positive candidate experiences, and supporting hiring managers through interview/offer letter process.

RANDSTAD USA

TECHNICAL RECRUITER | FEB 2014 - APRIL 2015

- Employee Engagement, Engagement Management, Induction and On-Boarding, Employee Relations, Grievance Handling, Compensation Structures on niche positions and Bulk Hiring.
- Tracking of movements on submittals made on all jobs using Bullhorn.