Sushmitha Maruduri

Gachibowli, Hyderabad

Mobile: 8790365018, Email ID: maruduris@gmail.com

LinkedIn : <https://www.linkedin.com/in/sushmitha-maruduri-a62266a2/>

**Career Objective:**

Passionate recruiter seeking to be a part of high growth oriented organization where I can learn and apply unique recruitment methods.

**PROFESSIONAL SYNOPSIS**

* **4.7 years** of professional experience in IT recruitment
* Handled end to end recruitment.
* Experienced in both service & Product base company hiring**.**

Current company : **Deloitte(Kelly Services)**

Designation: **Sourcing Specialist**

September 2019-June 17th 2020( COVID Layoff)

Responsibilities:

* Getting requirements from the hiring manager
* Sourcing suitable profiles from jobportals, ATS and Linkedin(depending on the requirement)
* Negotiating with the candidate till closure
* Follow up with the candidates till they join.

**Previous Experience**

Company :**HighRadius Technologies**

Designation: **Talent Acquisition Executive**

March 2018- September 2019

Responsibilities:

* Getting requirements from the hiring manager
* Sourcing suitable profiles from jobportals, ATS and Linkedin(depending on the requirement)
* Scheduling and coordinating for interviews
* Salary negotiations with the candidate till closure
* Follow up with the candidates till they join.

**Previous Experience**

Company: **New Era India (En World Group)**

Designation: **Researcher**

April 2016 to March 2018

Responsibilities:

* Source quality profiles according to the requirement of the client
* Screening the profiles as per client requirement
* Engage with the candidates about the requirement and forward the profiles with details (Experience, Current CTC, Exp CTC and Notice period etc.)
* Get feedbacks and Shortlist from clients
* Schedule interviews accordingly
* Follow-up till the final rounds
* Negotiate the salaries
* Coordinate with Resource till and after joining.
* Expertise working on Niche requirements.
* Source quality profiles from portals like **Naukri, Monster** and**LinkedIn** through reference & Network.
* Ability to handle multiple requirements with excellent output.
* Coordinating with Candidates and the Client in terms of arranging interviews.
* Collecting feedback from the Client and advising the candidates about the same for better results.

**Clients worked:**

* Amazon IDC, JP Morgan Chase, Yatra,Arcesium (spin of D.E. Shaw),ADP, CDK Global(Spin of ADP),Apple(Hyd),Vuclip,ClearTax

**Internship Experience**

Company**: Human Network**

Designation**: Intern**

June 2015 – April 2016

* Source quality profiles according to the requirement of the client
* Screening the profiles as per client requirement
* Engage with the candidates about the requirement and forward the profiles with details (Experience, Current CTC, Exp CTC and Notice period etc.)
* Follow-up till the final rounds
* Negotiate the salaries
* Collecting feedback from the Client and advising the candidates about the same for better results.

**Clients worked:**

* JP Morgan Chase & Infosys

**Personal Skills**

* Flexibility and adaptability to work in any kind of work environment
* Patience

**Professional Qualification:**

* Completed MBA in HR from Osmania University with 72%
* Completed BSC in Computer Science from Koti Women’s College 76%
* Completed Intermediate from Narayana Junior College with 87%
* SSC from Dilsukhnagar public school with 86%

### Personal Profile

Father’s Name **:** Venkateshwar Rao Maruduri

Spouse Name : Rakesh Adepu.

Date of Birth : 15thjanuary 1993.

Languages known : English, Telugu, Hindi.

Nationality : Indian

Permanent Address : H.No: 3-1-590/1,plot no.14/A, Kakatiya colony,

 Road no.1,LBnagar,Hyderabad,500072

Temporary Address : 5-81/1/9 Raidurgam Pochamma basti, Hydeabad

 500008

**Declaration: -**

 I hereby declare that all the information given by me in this application is true, correct and complete to the best of my knowledge.

**Place: Hyderabad**

**Date SushmithaMaruduri**