**REETHU DOUNJEGHAR**

 **Contact No.:** +91- 9985764347

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**Career Objective**:

To seek a challenging career in the corporate arena through regular knowledge up-gradation and optimum utilization of my potential. My main career objective is to satisfy my self-esteem and also to achieve the vision of the organization where I join.

**Summary:**

Proactive and results driven recruiter with 6.2 Years of end to end (life cycle) recruitment experience.

**Highlights:**

* Talent Acquisition and Management.
* Multi-Location Recruitment.
* Application Tracking Recruitment.
* Web based Sourcing.
* Building Strong Referral Networks.
* Client Handling.
* Process Improvement.
* Strategic Planning.
* Offer Negotiation and Closing.
* Database Creation and Maintenance.

**Experience:**

**Talent Partner**

**Glu Mobile (Griptonite Games) Sep 2018 to Till Date**

* Responsible for handling end to end recruitment activities.
* Involved in sourcing, headhunting, Screening, Shortlisting Status, Initial and Final Interview Scheduling, Feedback's from Interview panel, Hiring, Offer Negotiation, Offers and On-boarding of the candidates.
* Assisting Hiring Managers to stop gaps and ensuring the positions are driven to closure stage.
* Strategic plan and work for hiring, creating resume pipeline building, scheduling interviews and closing the hiring loop.
* Create and maintain diverse sourcing base: Mapping of organization and relationship management with the stakeholders.
* Maintain all the routine recruitment metrics and produce reports as per the need.
* Responsible for working with the Hiring Managers and Stakeholders to forecast the demand and to define recruiting plan to meet the business need.

**P&W Projects:** Work Force Planning, Employee Referral Program, Revamping Interview Process, Revamping onboarding, Talent Mapping, CSAT Survey Program, Virtual Recruiting in Glu during pandemic, Career ladder @ Gaming domain.

**Sr. Recruiter**

**CareerNet Technologies Feb 2018 to Sep 2018**

* Responsible for full life cycle IT Recruitment process: Sourcing, Screening, Shortlisting Status, Initial and Final Interview Scheduling, Feedback's, Offers, On-boarding of the candidates.
* **E**xperienced in all the activities in recruitment cycle.
* Responsible for full life cycle IT Recruitment process:
* Recruiting people in industry, client interaction, handling preliminary interview, screening of profile, job profile explaining, maintaining candidate database and good relationships with candidates.
* Handled requirements of various clients like product-based companies, online companies, MMNCs etc.
* Experienced in Volume/Mass Hiring and Niche Skill Hiring.
* Strong negotiation skills and client/candidate handling skills.
* Performed Recruitment of candidates across multiple business unit.
* Expertise in hiring Junior, Mid and Higher-level Software developers.
* **Major Clients:** TravelTripper, Celigo, Banyan Nation’s, WorkSpot, JDA, Upday (German Client), ServiceNow, Indix, FTD, NCR, Mutual Mobile.

**Research Associate Sep 2014 to Feb 2018**

 **New Era – an en World Group, Hyderabad.**

* Responsible for full life cycle IT Recruitment process: Sourcing, Screening, Shortlisting Status, Initial and Final Interview Scheduling, Feedback's, Offers, On-boarding of the candidates.
* Performed Recruitment of candidates across multiple business unit.
* Experienced in Volume/Mass Hiring and Niche Skill Hiring
* Expertise in hiring Junior, Mid and Higher-level Software developers, Product Mangers, Research Scientist and Quality Assurance engineers.
* **Major Clients**: Amazon.com, Microsoft, Flipkart.com, Apple, DBS (Development Bank of Singapore), Expedia, BankBazaar.com, Uber, Myntra Designs, Mysmartprice.com, Yatra.com, Makemytrip.com, Tower Research Capital, Celigo, Fiberlink MaaS 360 – IBM, Arcesium-DE Shaw Group, Indeed.com, Proptiger and Unify Technology
* Sourced candidates through several of methods like LinkedIn, Naukri Portal, Monster Portal, Networking, Local user groups and employee referrals.
* Worked collaboratively with hiring management to manage the introduction of the position to the candidates.
* Strong negotiation skills and client/candidate handling skills.
* **Client Handling**: Amazon.com, Flipkart.com, Bankbazaar.com, Mysmartprice.com, Celigo, Tower Research Capital and Unify Technology
* Foster long-term relationships with candidates. ​ ​

 **Accomplishments:**

* Awarded as Best Performer - HR for Quarter II, September 2015.
* Awarded as Best Resource - HR for Quarter III, December 2015.
* Awarded as Best Performer – HR for financial Years 2015 - 2016
* Built TSG team (SDET’s) from scratch – Glu Mobile for Financial Year 2019
* Built QA team from scratch – Glu Mobile for Financial Year 2019
* Received certificate of appreciation for building QA Team (Glu Play) for Financial Year 2019
* Appreciation for building Customer Care Representatives Team, ART Team for Financial Year 2020

**Education:**

* **MBA, Human Resource / Marketing**  2014

Aurora’s Post Graduation College – Hyderabad, Telangana, India.

* **Bachelor of Technology, Information Technology** 2012

Aurora’s Scientific and Technological Research Academy – Hyderabad, Telangana, India.

* **MPC. Board of Intermediate**  2008

Pragathi Junior College – Hyderabad, Telangana, India.

* **SSC, Board of Secondary** 2006

Andhra Yuvathi Mandali – Hyderabad, Telangana, India.

**Personal Dossier:**

* **Date of Birth:** 4th May, 1991
* **Address:** Flat No 204, Veerabhadra Towers, Old Bowenpally, Secunderabad - 500011

Telangana

* **Languages Proficiency:** English, Marathi, Hindi & Telugu.