**Kalpana Reddy,**

Phone No: 9391133190 / 8861864838

E-mail:kalpanahumanreasource@gmail.com

**Career Objective:**

Seeking a responsible and challenging position in a growth oriented progressive company, where my skills and knowledge will significantly contribute to overall success of the company and provide opportunities for my career growth.

**Experience Summary:**

* Competent MBA (Finance & HR, Gold Medalist) professional offering 3+ years in HR with commitment to client service and creative recruitment

**Key deliverable:**

- Sourcing

- Screening  
- Scheduling   
- Salary Negotiation

- On boarding

- Client Interaction

- Team Management

**Work experience:**

* **Working with Priority one India.**
* Job Profile: Working end to end on IT Requirements.
* Role: Individual Contributor/Senior IT recruiter/ SPOC (single point of contact).
* Duration: May 2018 to July 2020.

**Responsibilities:**

* A Versatile Recruiter & Mission-focused Professional with experience in IT Recruitment (full-time positions for **Product & service** organization’s), majorly in technology domains.
* Handling end-to-end recruitment process starting from getting the requirement till the position gets closed. Hiring for Product & services organization.
* Efficiently identify and screen talent against specified job requirements, skills as per company policy and procedures. having experiencein boolean search.
* Identifying the candidates through a variety of resources, including: References’, Internal database ,Internet sourcing (Search on job sites like Naukri, monster, social web sites(LinkedIn), as well as fully utilizing extensive in-house Corporate Database.
* Identifying the right candidate according the requirement, speaking to the candidate and negotiating the rates, and submitted the same to the client.
* Working with **Product startup**, **Product MNC & service MNC** clients form junior level to Delivery manager and Architech level.
* **SPOC (single point of contact**) for the clients, involved in delivery, managing and coordinating for their mandates, interacting with HR and Hiring Managers. Handling all the clients Management & Interact with the clients on daily basis.
* As a **Lead/SPOC** my responsibilities are to identify and analyse the client requirements, submit suitable profiles. Handling a team of 4 members. Assigning requirements for the team members & Maintenance of data base.

• Clients that I am working with: **Sapiens (Product MNC), AT & T (Product MNC), Zensar (Service MNC), Dream Orbit (Service MNC), SKI DATA (Product company), Medi Assist (Healthcare product MNC), Startup companies like Kuvera, Fortigo, Kouzina, XOXODay, AKQA, Hyphen @ Cars24, ect,.**

**Positions worked for:** UI, Java, Testing/QA (SEDT),Full stack, PHP, Dot net ,,MERN,MEAN,BI,DBA,ETL and Mobile Devlopment(Android/IOS)

* **Worked with Talent acumen consulting, Hyderabad.**
* Job Profile: Working end to end on IT as well Non IT requirements profiles as follows:
* Role : Associate Recruiter
* Duration: From July 2016 to March 2018

**Responsibilities:**

• Efficiently identify and screen talent against specified job requirements, skills as per company policy and procedures.   
• Identifying the candidates through a variety of resources, including: References’, Internal database, Internet sourcing (Search on job sites like Naukri, monster, Times job, social web sites (LinkedIn), as well as fully utilizing extensive in-house Corporate Database.   
• Identifying the right candidate according the requirement, speaking to the candidate and negotiating the rates, formatted the resume and submitted the same to the client.

As a **SPOC** my responsibilities are to identify and analyse the client requirements, submit suitable profiles. Handling a team of six members, Assigning requirements for the team members, Maintenance of database.Handling the clients Management, client requirements.

• Clients that I am working with **ININ (Interactive Intelligence), Swiggy, Info edge (naukri) THERMOFISHER, SIZMEK, RELAINCE JIO, MOLDTEK, CLOUDTAIL, DYSIS.**

**Technologies worked:**

Front End: UI, UI/UX, Photoshop

Back End: Java, PHP, Dot net, c#, Scripting Languages, C, C++,

Operating Systems: windows, Linux, UNIX,

Testing: Manual, Automation, SDET

**Educational Qualification:**

* **Master of Business Administration (Finance & HR)2015**,from Siddhartha group of intuitions (SIETK), JNTUA University, Puttur A.P, .Secured an aggregate of 79.83%.
* **Bachelors of Commerce (B.Com) 2013** from C.R. Reddy Degree College, Yogi Vemana University, Kadapa, A.P, Secured an aggregate of 73.13%.
* **Higher Secondary Education (C.E.G)2010,from** Govt. Jr. college, Rayachoty, Board of Intermediate Education, A.P. Secured an aggregate of 69.30**%.**
* **Secondary School Education(SSC) 2008** from Z. P. G. H. School, Chinnamandem, Board of Secondary Education, A.P. Secured an aggregate of 71.33%.

I hereby state that the above mentioned information is true to the best of my knowledge and belief.

Date:

Place: (Kalpana Kanakanti)