

NARENDRA APPALABHATULA

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Professional Experience:

- Complete Recruitment professional with 2 years of experience
- Strong and innovative approach to problem solving and finding solutions
- Experience in interacting with the Hiring Managers of Business Units.
- Well versed with Engineering, Automotive, Embedded, Industrial, Home Appliances, Telecom
- Heavy Engineering, Manufacturing and IT requirements.
- Driving and implementing various Recruiting processes like Sourcing, CTC discussions, vendor management etc.
- Excellent knowledge in Sourcing Profiles using different sources like Job Portals, Social Networks, Internal Database, References.
- Expertise in Releasing offers, employee on boarding, Background verification (BGV) Process
- Extensively working on Full time, Direct Contract hiring

Work Experience:

Tech Mahindra(Hyderabad) | HR Recruiter – TAG team

April 2019 – Sep 2020

- Part of corporate HR team for Tech Mahindra, Handling End to End recruitment, specializing in complete life cycle for support and delivery Hires from Sourcing, Screening, Scheduling to onboarding a candidate
- Proficient in sourcing and managing client requirements from Junior to senior level.
- Working with various business leaders to understand hiring need across technology areas for BU
- Conduct Pre-offer discussion with potential candidates to understand their current salary components and expectations
- Manage HR Assessments/ Conduct HR interviews for shortlisted candidates.
- Minimizing and managing business escalation and ensuring business satisfaction at any given time demonstrating effective Stakeholder Management
- Maintaining trackers & databases for Daily and weekly Business calls to update on hiring status to Delivery heads.
- Conducting Walk-ins (weekday and weekend drives)
- Experience in sourcing through headhunting (LinkedIn and Cold calling), Naukri, monster and reference
- Handling Multiple Business unit which include multiple offshore Customers GE, UTC, Alstom, Hitachi, ABB, Parker Electronics
- Understanding Clients JD, Clients need, Target companies, Skill availability, Candidate pool mapping, searching for various key skills for refine searches to get relevant profiles.

Tech Mahindra(Hyderabad) | HR Intern

Nov 2018 – Mar 2019

- Formulation and execution of Joining Documentations to release offer letter
- Documentation, offer release, follow-up with candidates for offer acceptance, regular follow-up with candidate till onboarding, making candidates engaged till they join.
- Supported for weekday and weekend drives
- Vendor Management

Clients Worked on:

- GE
- ABB
- UTC
- Alstom
- Hitachi
- Parker Electronics

Academic Profile:

SB College of Management Studies - Bangalore 2016 – 2018
Master in business administration (MBA) in Human resources

Aditya Degree College – Rajahmundry 2013 – 2016
Bachelor of computer applications (BCA)

Aditya Junior College - Mandapeta 2011 – 2013
Intermediate in MPC

Sri Chaitanya Techno School - Mandapeta 2010 – 2011
Matriculation-SSC

IT Proficiency:

- Operating Systems : Windows 7/10
- Package : MS Office
- Mail Server : Outlook Exchange, Windows Live, Windows outlook

Strength:

- Team work
- Versatility
- Positive attitude and goal oriented
- Ability to rapidly build relationship and setup trust
- Good communication and interpersonal skills – ability to communicate
- Can take the responsibility

Project -1:

Title : A Study on Identification of customer requirements and preferences at Srija Honda, Mandapeta

Description : To find the customer needs and wants through which sales are increased and also to collect the customer's feedback on particular branch

Project -2:

Title : Effect of Employee Relationship Management On Employee Performance, A Study on Omega Hospital, Bangalore

Description : The effect of employee relationship management is not only based on employee performance but also depends on employee relationship with employer

Co-Curricular Activities:

- Attended Workshops On Digital Marketing and Soft Skills at Sb College of Management
- Attended for One Day Workshop on Digital Marketing at Acharya Bangalore B – School
- Got Certified in Logistics Management from NEXTSTEP LOGISTICS MANAGEMENT Pvt Ltd

Extra-Curricular Activities:

- Coordinator for SBCMS Cultural and Sports Events
- Volunteer for Swatch Bharat Abhiyan at Sb College of Management

Personal Data:

- Address : 4-19-56/23, Aishwarya Nagar, Bank Colony, Mandapeta, EGDT, AP
- Father's name : Mr. A V S Rama Krishna
- Mother's name : Mr.'s A Chandravathi
- Date of birth : 6th Nov 1995
- Languages known : English, Telugu
- Hobbies : Playing Badminton, Cricket

Declaration:

I hereby declare that all the information provided above is true and genuine to the best of my knowledge. If you give an opportunity, I would perform up to the best of your expectations.

Place:

Date:

(Narendra A)