**P. Kiran Kumar**

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**Sr.HR Executive:**

To be associated with a progressive organization that gives me the scope to apply my knowledge, skills and involve myself as a part of team that dynamically works towards the growth of the organization.

**SUMMARY:**

* Holding 5+ years of experience in Domestic IT Staffing and Internal Recruitment…
* Handled Clients like L&T, Zensar, HCL, Tata Elaxi, Tech M, Kofax, SCB, Etc..
* Demonstrative ability to understand the technical requirements and act fast accordingly providing information to the talented Sales/business development team.
* Source qualified candidates through referrals, hot lists, Internet job sites (Monster, Naukri, Pnet, Job, etc.), and postings.
* Prepare candidates for interviews by providing detailed information on the company/ Client, business strategy, department background, job descriptions, and expectation setting.
* Pre-screen candidates to qualify for open requisitions and check references.
* Set up interview appointments, working with the internal clients and candidates to schedule different rounds of interviews, obtain interview feedback from both the clients and candidates, reference or background check and finally - Closing the deal.
* Expertise in negotiating Payment and contract terms with Vendors.
* Experience in handling SAP, IT/NON IT, BFSI, Medical Domain Requirements from various clients all over India, UK, Singapore/Malaysia, India, South Africa, Etc..
* Building up Long Term Relationship with the vendors and the consultants.
* Finding and Providing the Good Consultants to our direct clients using Job portals, head hunting and networking.
* Maintaining and managing resume database which I get from each and every requirement with effective skills.
* Managing and monitoring the team to fulfill the client's requirements by distributing the work within the team..
* Exp in handling team of 5 employees.

**Educational Details:**

* **Certificate Course in Business Management**, **Auckland, New Zealand 2011**.
* **B.Tech from All India Institute of Technology (AIIT), Hyderabad, Hyderabad, 2009.**
* **MBA Pursuing (Sri Vivekananda University) Meerut, 2019.**
* **Certification Course in Core HR.**

**Skill Set:**

|  |  |
| --- | --- |
| **Recruitment Skills** | Staffing, Recruiting, IT Recruitment, Interviews, Negotiation, Internal Recruiting, Contract Negotiation, IT Benchmarking, Referral Network. |
|  |  |
| **Operating Systems** | Windows 2000/xp /7/8 |
| **Packages** | MS-office with good knowledge in MS-Excel and Out Look |
| **System Knowledge** | Quick research, |

**Strengths:**

* Positive attitude and Enthusiastic learner.
* Ability to work in a team in both roles i.e. as a leader and member.
* Quick & Continuous learner.
* Can work under no supervision.

**Professional Experience:**

**Career net Technologies March 2019-TilDate**

**Role: L2 Consultant**

**Responsibilities:**

* Owns and managing the entire recruiting cycle from the time the requisition is received to the time the candidate is On-boarded.
* Managing entire Recruitment (In House Hiring/clients hiring) for Pan India.
* Managed the entire recruiting life cycle from candidate generation, scheduling interviews, taking effective debriefs from the interviewers before making hiring decisions, making compensation recommendation, salary negotiations, offer extension.
* Sourcing resumes through Head Hunting and Job Portals.
* Creating market intelligence report for various requisitions.
* Talent acquisition &amp; resource planning through existing networks, candidate referrals and SocialNetworking sites (LinkedIn, Face book ), walk in drives and Job Boards (Naukri,Monster).
* Ability to handle volume recruiting in a fast-paced environment
* Capturing Interview and Manager’s feedback in Internal Recruitment System send appropriatecommunications to qualified and unqualified candidates.
* Maintains and reports a whole host of reports to various Business Partners and Managers.
* Generating and maintaining reports weekly as part of the process to Managers.
* Maintaining a data in terms of Offers roll out, relocation reimbursement, joining bonus &amp; dropouts with reasons
* Develops offers in line with approved guidelines, negotiates offer and finalizes start date with candidate.
* Capturing Interview and Manager’s feedback in Internal Recruitment System send appropriatecommunications to qualified and unqualified candidates.
* Vendor management (i.e. Market Reasearch, managing the recruitment process)

**Impetus Placements AUG 2018-FEB 2019**

**Role: Sr. HR Executive**

**Responsibilities:**

● Mapping Talent from the Market and giving possible Delivery timeframe to

the business.

● Closing All Niche Skills with less span (immediate or max 10-15days) of time

Without aborts.

● sourcing of best talent candidates at various levels.

Area of expertise in Recruitment, Client Management.

● Handling team of 5.

Clients: Kofax Pvt Ltd

**Anicalls Pvt Ltd June 2016- AUG 2017.**

**Role: Talent Acquisition**

**Responsibilities:**

* Sourcing of best talent candidates at various levels (Executive to Project Managers) through
* Identifying prospective candidates through Personal References, Networking and Portals.
* Posting advertisements and mass mailing on Portals as per the requirement given.
* First level filtering of candidates through telephonic interviews.
* Understanding and Briefing the company profile, JD's, Roles and Responsibilities to the candidate.
* Submission of short listed profiles to Hiring/Account Managers and arranging interviews Facilitating Technical Interviews which could either be a Telephonic /F2F.   
   Follow-Up, interacting with candidates and the Managers till the Candidate DateofJoining.   
  Maintaining & Updating Soft copy of the internal database of selected, short-listed or rejected profiles as per Budget, location, technologies and candidate details.
* On the Date of Joining of candidate, Getting filled all the required documents

Clients: L&T, HCL, Tech Mahindra, Tata Elxsi Etc..

**CDS IT**

**Role: IT RECRUITER Oct 2014- April 2016.**

**Responsibilities:**

* Recruiting Candidates in Domestic Staffing with expertise in Information Technology.
* Strong Sourcing Experience in Portals Like Naukri, Monster Etc….
* Successfully managed full recruitment cycle independently including resource, recruitment, Gathering, Shortlisting, Reviewing, Initial Screening, Sourcing, Reference Checks, Preparing offers and Negotiation and Closures.
* Gathering and Qualified client requirements from Resource Manager.
* Prepared candidates on client interviews and Negotiated Offers.
* Working with healthcare, IT and NON IT Domain Requirements.
* EXP in HR Activities.

Clients: Anthem

**Principle InfoTech May 2013 - Oct 2014.**

**Role: US IT RECRUITER**

**Responsibilities:**

* Sourcing and screening of potential IT candidates for contract, contract-to-hire and permanent openings with our clients
* Analyze candidate information to determine matches between candidates and job openings. Submit qualified candidates to open job requirements
* Provide assistance to all hiring managers and human resource personnel.
* Implement various strategies and ensure effective implementation of all compensation practices
* Develop and maintain efficient relationships with all hiring managers within required timeframe and assist to obtain all necessary approvals for candidate recruitment.
* Implement various strategies and ensure effective implementation of all compensation practices.
* Pre-screen candidates to qualify for open requisitions and check references.
* Source candidates using a variety of techniques including job boards, social networks (Twitter, LinkedIn, Face book), user groups, professional associations and referrals.
* Our SAP clients are in Automotive, Energy and Manufacturing domains mainly.
* Responsible for increasing number of qualified applicants in database.
* Refer job order leads and hiring manager names to Account Managers.

**Personal Details:**

**Father name :** Mr.Ranga Reddy

**Date of Birth :** 20/09/1985

**Nationality :** Indian

**Marital Status :** married

**Languages known :** English, Telugu, Hindi

**Present Address :** #16, Seshadrinagar,

Almasguda, Hyderabad