**Ram M**

**9177096725**

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**SUMMARY**

HR professional with 7.2 year of Recruitment experience looking to create value, as a HR. Through the course of my professional career, I have been hands on, and as an individual contributor in various stages of my company. I have zeal to build and manage quality requirements of the company.

**Professional Summary:**

* Having around 7+ years of rich work experience in Recruitment, leadership hiring, stakeholder management, vendor management, offer negotiation, pre-offer formalities, conducting drives in IT Consulting and Staffing.
* Understanding the client requirements and proving them suitable candidates as per their requirements.
* Responsible for recruitment process and participated in full life cycle.
* Maintenance of candidate database.
* Good Team player with Interpersonal.
* Excellent Written & Verbal Communication Skills.
* Successfully scheduled interviews and follow up with client for closures.
* Knowledge on all kinds of technologies.
* Sourcing the resumes within the given time.
* Proficient at successfully sourcing the candidate profiles through Job-Portals and Professional Networks.
* Excellent Interpersonal, Convincing, Salary Negotiation, Analytical & Problem solving Skills.
* Ability to work independently and as part of a team to tight deadlines.
* Highly organized and able to manage multiple tasks at once.
* Responsible to take care of the full life cycle of recruitment.
* Expertise in developing and maintaining client relationships.

**Technical Skills:**

* Handling Clients.
* Sourcing profiles through various Job portals.
* Screening.
* Cold Calling.
* Short listing the candidates.
* Scheduling Interviews.
* Making Follow up calls.

**Clients Worked for:**

Microsoft ,TCS, ,UHG,HGS, Sutherland Global, Open SCG, NTT Data, Yokogawa, Crimson Logic, Adaequare, Tetrasoft, Brillio, Virtusa Polaris, Lio Discovery Services, Verizon, Win Wire Technologies Century Link, Seal Infotech, Beetlerim Technologies, L&T Metro Rail, L&T Infotech, L&T ECC ,L&T Technology Services, OSI Digital, Oracle India, Cognizant ,law In Order, Quantile technologies.

**Professional Experience**

**Sr Executive-Recruitment – Win Wire Technologies Hyderabad from Nov 2020-Till .**

**SR Recruiter - L&T Technologies services (Client - Microsoft) from March 2019-March 2020.**

**Responsibilities:**

* Defining and communicating individual and team metrics via scorecards.
* Experience developing and delivering recruitment strategies and processes to improve outcomes (e.g. decreased time to hire, increased quality of hire).
* Expert in sourcing, screening, interviewing and hiring techniques.
* Monitor and achieve team’s targets, budget and SLA’s around effectiveness, timelines, candidate quality, delivery of recruitment services & customer satisfaction.
* Communicate effectively with the client to identify needs and evaluate alternative recruiting solutions.
* Expertise in developing and maintaining client relationships.
* Lead weekly meetings with hiring managers and project teams to discuss and assess overall project status.

**SR Recruitment Associate - Web Synergies India Pvt Ltd from Sept 2017-Feb 2019.**

**Responsibilities:**

* Worked for clients and In house requirements.
* Gathering requirements from Project managers and source the candidates accordingly.
* Handled a team of 5 recruiters.
* Gathering requirements from the clients and assigning them to the team.
* Setting the targets.
* Sourcing and screening the resumes accordingly.

**Talent Acquisition Consultant - Advent Global Solutions from May 2016-August 2017.**

**Responsibilities:**

* Gathering requirements from Team Lead.
* Worked mostly with internal requirements.
* Understanding & Analyzing the requirements on priority basis regarding their skills, experience, location, qualification etc.,
* Sourcing profiles through different sources like Naukri, Monster, Internal Database.
* Screening the profiles, short-listing & selecting the candidates in the preliminary rounds as per the Company’s requirement.
* Explaining the candidates about the Organization, job profile, offer salary etc.
* Co-ordinate and schedule Interviews for the short listed candidates.
* Maintaining and Developing Database across different skill sets for Future Requirements.
* Constantly interact with superiors to upgrade skills & guiding and helping colleagues in all situations.

**Technical Recruiter -L&T Infotech Pvt Ltd(June 2013- May 2016).**

**Responsibilities:**

* Responsible to get requirements from the clients and share them with in the team.
* Allocate the requirements depending on the capability of the recruiter.
* Helping the team to find the best resources.
* Helping the team in applying string search in Naukri and Monster.

Responsible to take care of the full life cycle of recruitment

**Soft Skills:**

* Ability to work in any challenging environment.
* Good analytical skills.
* Ability to work with Team and as well as to lead a team activity.
* Willingness to learn new concepts and ideas involving new technology with an ability to adapt quickly and implement effectively.
* Good communication skill and ability to deal with different types of people.

**Education:**

**MBA (HR ) from JNTU Hyderabad College - 2014 - 71 %**

**B. Tech (EEE )** from **JNTU Kakinada College** (2012) -62 %

**Personal Information:**

Name : Mattaparthi Ramesh

Father’s name: Mattaparthi Krishna Murthy

Date of Birth : 20-06-1990

Languages know: English, Hindi &Telugu

**Declaration:**

I declare that all the above information given is true and correct to the best of my knowledge.

Place: Hyderabad.