Nikhitha Guntuka Mobile: +91-7032281882

HR Recruiter Email Id: [nikhithareddy1993@gmail.com](mailto:nikhithareddy1993@gmail.com)

Summary:

A versatile individual and a dedicated Human Resource Recruiter who has been part of various HR related activities which include Recruitment, On-Boarding, Background verification and campus recruitment. Self-motivated with a passion to achieve through dedication, integrity, trust and hard work.

Work Experience:

HR Recruiter at Meritus Intelytics Private Limited. (July 2018 – Present)

Responsibilities:

1. End to end recruitment for various roles of Business and Technical roles as per the requirements of the organization.
2. Managing the recruitment process such as sourcing and shortlisting candidates resumes for both business and technology roles from different portals such as iimjobs, naukri, hirst, indeed, angellist, LinkedIn etc.
3. Conducting the telephonic and face to face interview rounds for the shortlisted candidates.
4. Responsible for conducting weekly drives for the eligible candidates and coordinating the process smoothly.
5. Verifying the academic and pay related documents for the selected candidates post-interview process and updating the hiring managers to decide on pay for the selected candidates and negotiating the offer to the selected candidates.
6. Preparing the offer letters and sharing with the candidates.
7. Following up with the candidates till he/she joins the company.
8. Responsible for conducting campus recruitment for business and technology. Visited most of the IIT’s, IIM’s and local colleges in Hyderabad for the recruitment process.

On-Boarding:

1. Taking care of the induction of new hires.
2. Make sure the new hires get their mail-id access, bio-metric access and employee-Id.
3. Assigning instructors to the new hires for training.
4. Responsible for collecting the documents of the new hires for background checks, validating and sharing the required documents to the background verification team. Also, following up regularly to get the check done and updating the results to the senior management team.

Academic details:

Post-Graduation- MBA (Human Resource) at Siddhartha Institute of Technology and Sciences affiliated to Osmania University, passed in 2018.

Graduation- B.Tech. (Information Technology) at Bharat Institute of Engineering and Technology affiliated to JNTUH, passed in 2015.

Intermediate (MPC) at Narayana Junior College, passed in 2011.

10th at St. Anthony’s High school, passed in 2009.

Personal Information:

1. Name - Nikhitha Guntuka
2. Date of birth - October 8, 1993
3. Marital status - Single
4. Nationality - Indian
5. Languages known – English, Telugu and Hindi