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| **PROFILE SUMMARY** |
| **Seasoned Recruiter Specialist (work experience of 3 years) with deep expertise in screening the candidate resume and then coordinating & communicating, further shortlisting of the desired candidate to provide and manage end to end recruitment process and its solution.**   * 2+ years of experience in Screening and Shortlisting **Technical IT profile**: * Experience in working directly with **Client** and onshore **Manager** for technical IT resource recruitments - **Permanent Staffing/ Contract Staffing** * Experience in managing the complete range of tasks involved in recruitments, which includes: **S**ourcing, **T**elephone **S**creening, **S**hortlisting the resumes, **S**cheduling & conducting personal peer Interviews, and salary negotiating * 1+ years of experience in **end to end recruitment process**: * Conduct initial orientation for newly hired employees. * Manage On-Demand duties as per assignment from senior management and its process. * Organize team-building activity to build collaboration within the team * Additionally, have significant experience in handicraft and event management. |

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| **WORK SUMMARY** |
| * Technical Recruiter II, TEKsystems Sep 2019 – Till Now |
| * Executive Helpdesk, **Accenture** (Under the payroll of Kelly Services) Nov 2017 – July 2019 |
| * Intern, **J TV**  Oct 2017 – Nov 2017 |
| * Intern, Ling **Technologies** May 2016 – Jun 2016 |

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| **PROJECT EXPERIENCES** |
| **Client: WellsForgo| UHG| GAP| Deloitte| HSBC| JPMC** Technical Recruiter**, TEKsystems** |
| * **Project & Role:** Working as a Senior Technical Recruiter in TEKsystems * **Select Accomplishments/Impact Areas:** * Actively working for sourcing different technical IT candidates at different service levels. * Direct SPOC for the many clients: Grasp requirement directly to create “Job Description” for open positions * Conducting an initial interview with the short-listed candidate to check the match for the open position * Frequently coordinate with client and resource for smooth flow of the full end to end recruitment cycle * Work with client, management, and the candidate for final Offer Negotiations as per the guidelines provided. * Timely connecting with the vendor managers and the recruited employee for their individual feedbacks. * Great experience on online job portals (naukri.com and LinkedIn) for finding the exact matching resume as per the requirement * Actively working on Market Mapping for niche skills and Employee Engagement activities * Experience in the ATS system for maintaining and updating the screened candidate details * **Technologies/Tools:** Bond, Java Full Stack, ETL, Tosca, Selenium, Manual Testing/QA, Middleware, Control-M, AapDynamics, SAP, DBA, SQL Server, UI, O365, Bigdata. |
| **Client: Accenture**  Executive HR, **Kelly Services** |
| * **Project & Role:** Working as a Team member (Team of 10) as an Executive HR in Accenture. * **Select Accomplishments/ Impact Areas:** * Experience in Initial onboarding formalities completion of newly hired resources: Welcome Kit, ID card access request, Connecting the resource to the project team he/she hired for. * Act as SPOC for designated candidates for all recruiting-related questions, feedback, and concerns. * **Technologies/ Tools:** Selenium, Manual Testing, Accenture safe tool |
| **Client: Social Media** Intern,**J TV** |
| **Project 1: Police She Team** |
| * **Project & Role:** Worked as newsreader and reporter. * **Select Accomplishments/ Impact Areas:** * Researched on the impact that **She Team Police** is creating inhelping the society to manage and decrease the crime rate in the city. * Wrote scripts for bulletins, headlines, and reports for the assigned case/project. * Conducted live and recorded interviews (duration of 20 min) of the **She Team Commissioner of Police (***Swati Lakra***)** |
| **Client: Internal** Intern**, Ling Technologies** |
| **Project 2: Quality of Work Life** |
| * **Project & Role:** Worked as an HR intern in Ling technologies. * **Select Accomplishments/ Impact Areas:** * Researched, interviewed, and collected data points of the employees to capture their expectations and response towards the different facilities provided by the management. * Reviewed the challenges and difficulties faced by the management in providing a better quality of work life balance to the employees. * Help the organization to know the satisfaction level of workers and executive staffs at different hierarchical levels under them. |

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| **TECHNICAL SKILLS/ TOOLS** |
| * **Platforms:** Windows XP, Windows 7, 8 & 10 * **Technology worked on:** Selenium, Manual Testing, SAP, DBA, SQL Server, Java/Full Stack, Bigdata, ETL, O365, Tosca, UI, Technical Writer, Middleware, Control-M, AapDynamics & Project Management * **Internal Tools:** BOND(ATS), RAMCO, Safe Tool, Accenture safe tool (Access) * **Reporting Tool:** Microsoft Excel, Microsoft Word, Microsoft PowerPoint |

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| **EDUCATION** |
| * MBA, HR Management, VSM Collage 2015-17 * Scored CGPA of approx. 7/10 in across 2 years. * Ranked in Top 8% percentile in a batch of 200 students at the institute. * Scored highest possible credit in 29+ subjects across 2 year * B. Tech, Electronics and Communication Engineering, KITS Engineering College, JNTU-K 2012-15 * Scored 68.89 percentage marks in across 4 years. * Scored highest possible credit in 34+ subjects across 4 year * XII (Board of Intermediate), Sree Vidhyaa Junior College, RCPM with 82%. 2010-11 * X (SSC Board), Sunshine English Medium High School, RCPM with 84% 2008-09 |

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| **AVOCATIONS** |
| * Profession handicraft manufacture and designing: * Decoration in the party event with handmade crafts * Handmade toys * Handmade gift items * Handmade Jewelry making |