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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
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| * Executive Helpdesk, **Accenture** (Under the payroll of Kelly Services) Nov 2017 – July 2019
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| * Intern, **J TV**  Oct 2017 – Nov 2017
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| * 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.
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| **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
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| **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***)**
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| **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
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