

Naveen Sai D

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Proficient HR Recruitment Specialist offering proven skills in HR administration. Dedicated to promoting efficient business operations and high productivity by on-boarding well-qualified candidates and minimizing employee turnover. History of driving advancements in training, productivity and team motivation through proactive approaches. Experience 2+years.

EXPERIENCE

July 2019 – till date

IT RECRUITER, People Prime Worldwide Pvt Ltd.

- Responsible for full recruiting life cycle including Job posting, candidate sourcing, phone pre-screening, interviews, salary/rate negotiations, reference checks and offers made to candidates.
- Full Cycle Technical Recruitment knowledge involving Sourcing, Identifying, Screening, Interviewing, Formatting and placing personnel as per clients need.
- Good Understanding about contract, contract-to-hire and permanent positions in the Information Technology industry throughout United States.
- Referred candidate resumes to customer account managers for evaluation and submission.
- Verified applicant references and employment details.
- Collections of Documents, Issuing Offer letter, Experience Letter, Relieving letter, Induction mail to candidates, totally On-boarding Process
- Good knowledge on Referrals, Social networking to source passive consultants.
- Sourcing and screening candidates from various recruiting sources, Job Portals (Naukri, Monster, Indeed, Linked In, etc) and through referrals.

Mar 2018 – Mar 2019

Graduate Apprentice Trainee, Bharat Heavy Electricals Limited

- As a trainee, I will design and maintain electrical control systems, machinery and equipment.
- I have one year of experience in AutoCAD designing.
- Design, using computer-aided design (CAD) systems, printed circuit boards and electrical wiring diagrams.
- Check tolerances, dimensions, and fabrication feasibility of designs and work

- with engineers to resolve problems.
- Document designs and provide associated drawings that meet project specifications.
- Provide detailed design drawings to support construction and infrastructure projects.
- Producing rough sketches and using CAD software to prepare detailed drawings, plans, and blueprints.
- Visiting sites to gather information, and determine limitations and feasibility of designs.

EDUCATION

MAY 2017

B. TECH, Ellenki College of Engg & Tech, Patelguda
60% , Mechanical Engineering.

MAY 2008

INTERMEDIATE, Govt. Junior College, Hyderabad
58% , MPC.

MAY 2006

SSC, Zilla Parishad High School, BHEL, Hyderabad
56%.

SKILLS

- Recruitment
- Candidate Sourcing
- Team building
- Problem resolution
- MS Office
- Team management
- Communications
- Relationship development
- Training and mentoring
- Organizational Development

HOBBIES

Playing cricket and badminton, Listening to music, Reading blogs.

LANGUAGES

Telugu, English and Hindi (Beginner).

DECLARATION

I hereby declare that all the information provided by me is true to the best of my knowledge.

PLACE : Hyderabad

Date :

(D Naveen Sai)