**Swapna Kaarmanchi**

**Mobile:** 8977178384

**Email Id**: [swapnateamo@gmail.com](mailto:swapnateamo@gmail.com)

**Personal Summary:**

* A dynamic professional with 6 Years of enriches experience in Recruitment,

HR Operations, Candidates assessment, and Background Checks as per the organization requirements.

* Analyze the need of the organization in terms of manpower.
* Make a proper plan to fulfill the need of organization.
* Fill the post of organizations by the recruitment drive, job boards, and industry contacts, social
* Media, headhunting and employees.
* Understand the improving areas of organization by taking feedback.
* Good at managing the Training and Development programs.
* Good at monitoring and reviewing the progress of trainees through questionnaires.
* Good at working with different business consultants.
* Conduct many programs for motivating and stress busting for employees.
* Keep observing the employee's performance.

**Personal Qua**

**Exide Life Insurance Company Limited 2017 Aug - Till date**

**Designation: HR Associate**

**Roles & Responsibilities:**

* Taking care of end-to-end Recruitment Process
* Sourcing the potential candidates from job portals like Naukri & Sourcing the resumes from internal database & references from the candidates.
* Screening all the candidates profiles and calls them for the requirement and taking the preliminary interviews to check the fitment of the candidate. Preliminary interview (Analyzing Candidate's Profile, Behavior & Attitude). Short listing the candidates according to the internal specifications.
* Initial phone screening of candidates to judge communications, background, skills, expertise & negotiating offers.
* Short listing potential candidates resumes and communicates with candidates via email and phone.
* Negotiate/convince the candidate with regard to salary, relocation related issues.
* Schedule interview timing for the shortlisted candidates.
* Follow-up with the candidates to ensure the acceptance of offers, and joining.
* Maintenance of database on daily basis.
* Proper emails communication with shortlisted candidates at respective intervals to fulfill communication gap
* Follow up with offered candidates for timely joining with required documents.
* Counseling them as to the different opportunities we have and suggesting the best suitable one.
* Scheduling them for further rounds of interview with the department.
* Salary Negotiation with the candidates & convincing them to join as per the date of joining assigned.

**XCube Interiors pvt Ltd 2015 Feb – 2017 Aug**

**Designation: HR Executive**

**Roles & Responsibilities:**

* Assessed skill level of prospective candidates, conducted interviews
* Processed new hire paperwork, filed background checks
* Posted employment opportunities with various employment websites.
* Handled day-to-day Hr activities and coordination with external and internal departments.

**AVNI Hospitality and Management Services Pvt Ltd 2013 Aug to 2015 Feb**

**Designation: Tele Connect Associated**

Associated with Avni Hospitality as a Tele connect Associated

**Qualif**

**Education Details:**

Bachelors in Arts **-** B. A from Ambedkar University

**Achievements:**

**I am Certified with NISM Mutual Fund Distributors Model series V-A.**

**PERSONAL PROFILE:**

Name : Swapna Kaarmanchi

Father Name : Rambabu (Late)

Date of Birth : 14-09-1991

Gender : Female

Nationality : Indian

Marital Status : Single

Language : Telugu, English & Hindi

Address : HYDERABAD