

Umadevi V

Goal-oriented motivated to achieve demanding targets under tight deadlines. Pursuing Full-time role that presents professional challenges and leverages interpersonal skills, effective time management, and problem-solving expertise

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YMR Colony, Proddatur,
India

05-08-1989

Career Expertise

HR Recruiter

KCS | Tirupati

10/2024- 04/2025

- ▶ Managed full-cycle recruiting processes, resulting in successful placements and employee satisfaction.
- ▶ As a HR Recruiter, you understand the importance of industry-specific language and key terms. I have extensive knowledge across various industries, allowing me to tailor each resume to the specific needs of your company.
- ▶ Developed recruitment strategies to identify qualified candidates and build network.
- ▶ With the use of applicant tracking systems becoming increasingly common in.

Admin

Sri Saraswathi Sishu Mandir | Badvel

06/2022- 04/2023

- ▶ Managing internal and external resources with strong team – building, relationship management and people skills.
- ▶ Coordinate office activities and operations.
- ▶ Look after complete maintenance of the building.
- ▶ Motivating and supervise admin staff responsibilities to ensure performance.
- ▶ Create and Update records and databases with personal, financial and other data.

Client Manager

VSRM | Tirupathi

08/2016- 06/2018

- ▶ Understanding of the entire brand activation business with experience in Brand extension management, Trade Marketing, Retail Sampling, Merchandising and Brand visibility programs.
- ▶ Conceptualized and implemented street level promotions, Road show, Direct Contact programs and events for wide spectrum of clients.

Qualifications

MBA

SRIT | Ananthapur

06/2011- 07/2013

Core Skills

Communication Skills

Ability to Work Under Pressure

Microsoft Office

Ability to Multitask

Fast Learner

Effective Time Management

Adaptability

Hobbies

Listening Songs

Reading Books

Trying to learn new things

Languages

Telugu

English