

Kavya D  
7348849146  
[kavyakarthiktr@gmail.com](mailto:kavyakarthiktr@gmail.com)

#### OBJECTIVE

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

#### SUMMARY

- HR professional with experience of 4.4 years of working for both Domestic as well as International recruitment.
- Handled end to end recruitment lifecycle
- Proficient in matching up the candidates as per the requirement and doing preliminary screening of candidates.
- Participated in weekly and bi-weekly conference calls with the clients on regular basis for updates on requirements.

#### SKILLS

- Proficient in Microsoft Packages
- Proficient in Negotiation and relationship maintenance
- Experienced in portals like Dice, Naukri, Monster, LinkedIn etc.

#### PROFESSIONAL EXPERIENCE

PMR Management & Consulting  
Senior IT Recruiter  
2021

Mar 2018 to Dec

#### Responsibilities:

- Managed end to end recruitment life cycle independently.
- Worked on Contract and Full Time positions received from the client.
- Contributed many On boardings with good package and margin to the organization.
- Used portals like Naukri, Monster and Linked In for sourcing.
- Managed the Pre and Post interview followups, Package Discussions, Background Verification Form and Gap Declaration.
- Have done continuous followups during the before and after joining process.
- Have attended many client calls.
- Worked on many skills such as Java, .Net, Informatica, Azure devops, etc., and also on niche skills such as siebel, cyber security, etc.,

Alchemy Software Solutions  
Senior Technical Recruiter  
2021

Oct 2018 to Feb

Responsibilities:

- Successfully managed full recruitment life cycle independently including sourcing, initial screening, short listing, Pre and Post interview follow-ups, negotiation, etc.
- Sourced potential candidates in Job Portals, LinkedIn, Staffing Companies and employee referrals.
- Responsible for maintaining data base, identifying in-demanding requirements and proactively building relations with potential candidates sourced through hunting on job portals and staffing companies.
- Telephonically pre screened candidates regarding the skills, rate, location and client details.
- Screened, cold-called and qualified candidate using skills required in the requirement. Prepared skill matrix, formatted resumes for presentation to the clients, submitted top candidates through client online portals.
- Participating in weekly meetings and maintaining submission reports.
- Mainly worked on C2C requirements and also have experience on C2H, W2 and FTE positions received from the client.

Niche Software Solutions INC  
to Aug 2018  
Senior Recruitment Executive

Aug 2017

Responsibilities:

- Sourcing and screening Candidate through LinkedIn and database.
- Handled end to end recruitment lifecycle.
- Training/assisting new employees/team members regarding any process related issues, requirements etc.
- Handled recruitment for various senior, Middle & Junior level position from IT Sector.
- Communication and follows-ups with candidate before and postinterviews.
- Generation of various Trackers.
- Cold calling candidates for various opportunities and also asking for reference if any.
- Sending joining documents to the candidate and helping them fill thenecessary.
- Regular Follows-up withcandidate.
- Regular Follows-up with superiors regarding feedback and communicating the same with candidates.
- Maintain regular contact with possible Future candidates.

Educational Details:

Bachelor's: Electronics and Communication Engineering from SITAMS, 2017.  
Intermediate: MPC from Sri Vivekananda Junior college, 2013.  
SSC: Camford English High School, 2011.

Personal Details:

Father's Name: Janardhan D  
DOB: 14-10-1995

Marital Status: Married  
Languages Known: Telugu, English and Hindi.  
Address: Malleswaram, Bangalore

Date:

Thanking you,

**Place:**  
**Bangalore**

Kavya D.

