

Dontu Sai Maneesha



Bangalore



(+91) 9398137629



saimaneesha.dontu@gmail.com



linkedin.com/in/dontu-sai-maneesha-b24405131

CAREER OBJECTIVE

- To work with an organization that provides me with a challenging environment and ample opportunities to apply my professional, innovative skills and henceforth work for the exponential growth of the company.

WORK EXPERIENCE

IT Recruiter

07/2019 to 01/2022

Visionyle Solutions Pvt Ltd, Vijayawada.

- Having 2.7 years of experience in end-to-end recruitment life cycle including sourcing, screening, scheduling, salary negotiation and follow up with candidates till joining.
- Understanding the requirement and client completely to ensure the roles/responsibility and product concepts are delivered correctly to the candidate.
- Collaborating with a team to understand the client needs and priority of requirements.
- Leverage multiple sourcing strategies and channels including Naukri, Indeed, LinkedIn, Hirist etc.
- Job posting, Mass Mailing, Employee Referrals.
- Pre-screening the candidates and shortlisting those according to complete evaluation of the candidate on their competencies, skills and aspirations (positions, salary, relocation aspects etc.) fitment, availability, communication, skills, genuineness, interest level.
- Scheduling interviews for the shortlisted candidates as per client and candidate convenience.
- Experience on hiring the candidates for Full-time/Contract to Hire/Contract opportunities.
- Submitting daily/weekly/monthly reports within deadlines.
- Maintaining a self database using Excel for the reference of similar requirements in future.

SKILLS

- IT Recruitment
- Sourcing
- Screening
- Interview Scheduling
- Coordinating
- Candidate Management
- MS Office

BEHAVIORAL SKILLS

- Self Motivated
- Act with urgency
- Commitment
- Ownership
- Individual Contributor & Team player

EDUCATION

2013 to 2017

B.Tech in Computer Science :
Dhanekula Institute of Eng & Tech
(JNTU-K) , Vijayawada.

2011 to 2013

Intermediate Studies: Sri Chaitanya
girls junior college, Vijayawada.

2010 to 2011

Board of Secondary Education
Bhashyam High School ,
Vijayawada.

PERSONAL DETAILS

Date of Birth : 27-05-1996
Contact Address : #431, MSR Nagar, RMV 2nd stage, Bangalore - 560054
Contact Number : 9398137629
Gender : Female
Marital Status : Married
Languages Known : English, Telugu