**RESUME** 

**RAJASHEKAR VADDEPALLY Email: vadderaja34@gmail.com**

Age-30, M **Ph: 8328007038**

**CAREER OBJECTIVE:**

**I strive for perfection and possess demonstrated passion for Creativity and Innovation, and would like to put forward my skills and capabilities for a win-win situation, to both Organization and Self.**

**Looking forward to learn all the core activities of HR.**

**Synopsis:** Around 2.3 Years of working Experience which relevant in to Recruitment. Good working experience in End-to-End Recruitment process.

**UPSC: Appearing for the Civil Services Examinations and having a wide and deep knowledge of Polity, Indian Economy, Geography, Public Administration in all angles of India and International Relations.**

**Find me on:** https://github.com/Raja1254-11/Raja1254-11.git

**Professional Summary:**

* + Recruitment professional with around 8 Monthsof experience in full-cycle end to endRecruitment and strategic sourcing, screening of candidates**,** presentation of candidate recommendations, interviewing candidates in technical background, Offer Release, Vendor Management and Client handling.
  + An accomplished Recruitment Consultant having strong passion for People, Process and Technology. Proven experience in Domestic & International recruitment processes. Experienced in managing clients & client delivery with varying needs & tight timelines.
  + Delivered to clients on volume hiring, lateral hiring, executive search, key account management, strategic sourcing, organizational mapping, market intelligence and head hunting. Established & built strong client business relationship.
  + Worked extensively with Domestic. Worked for Fulltime or Permanent, Contract to hire, Contract, Corp to Corp, Third Party Contract positions etc.
  + Recruiting Tools used – Naukri, LinkedIn

**Professional Summary**:

**Company Name:** **MRT Infotech Pvt Ltd-Hyderabad**

**Role:** **Senior IT Recruiter** + **Team Lead (4 Members) + Trainer + Mentor**

**Duration:** **November 2021 to till date**

**Roles & Responsibilities:**

* + Handling Clients Of NTT, Velocys, Intellisoft etc.. (attached)
  + Training the Freshers, Allotting Teams to the freshers with the discussion of Manager.
  + Responsible for sourcing the CVs through job portals Naukri, Internal database, and references
  + Screening the profiles by conducting preliminary checks (Communication Skills, Academic Qualifications and Experience, CTC, Reason for job change).
  + Maintaining pipeline of quality profiles and assuring delivery within stipulated time.
  + Scheduling telephonic, Virtual Interviews and face to face interviews
  + Coordinating with candidates throughout the interview process and Salary Negotiations
  1. Follow-up with the shortlisted candidates.
  2. Post offer follow-up until the candidate on boarding.
  + Responsible for full life cycle recruitment of junior, middle and senior level professionals.

**Clients : Mphasis, Quest Global, CGI, Mindtree, TCS, NTT, WIPRO, Tech Mahindra, KPMG, NCR, Velocys, HCL, SLK Software, Tiger Analytics, HPE, Hexaware, Colruyt, Intellisoft, SID Global Solutions, Adequare Info, Value Labs, Capgemini, Sasken Technologies, SS&C,**

**Company Name:** **Conneqt Business Solutions-Hyderabad**

**Role:** **Non-IT Recruiter**

**Duration:** **February 2021 to November 2021**.

**Roles and responsibilities include:**

* Screening the candidates resumes, asking the basic information.
* Explaining the Job Requirement .
* Checking their eligibility.
* Reaching the candidate in different ways (E-mailing, texting, calling)
* Saving their profile for future opportunities.
* Taking their review of the interview.
* Hands-on experience on Full time/Direct hire.
* Coordinating with Consultancies for sourcing the candidates.
* Searches, Company database and employee referrals to recruit for the key client.

**Client (Internal Process): Flipkart**, **Swiggy**, **Aadhar (GOI), Bank Of India**

**Company Name:** **ICICI Bank Ltd**

**Role:** Phone Banking Officer

**Duration**: July 2014 to December 2015**.**

**Roles & Responsibilities:**

* + Responsible for the customers queries about the Loans i.e **Home loans, Personal Loans, Auto loans.**
  + Answering **through E-mails, Calls** to reach the most probable ways to communicate to the customers without losing their hope on the organisation
  + I was an active member in complaint resolution team to **create new ideas and suggestions for the business development**

**Certifications**: 1. Naukri Maestro Recruiter from Naukri

**2**.Business Driven HR Digital Transformation- udemy

**EDUCATIONAL QUALIFICATIONS:**

**MBA:** HR(Major) & Finance (Minor), 08/2015 – 08/2017 Vivekavardini school of Business Management-Hyderabad

**B.Tech:** Electronics & Communication Engineering, 09/2009 - 06/2013 St Peter’s Engineering College - Hyderabad

**TECHNICAL SKILLS**

**Programming Tools :** C(Knowledge) **,AWS (Knowledge)**

**Operating System : Windows** Family (98, 2000, XP,7,8,10,11), Microsoft Office, Visio

**INTERPERSONAL SKILLS:**

* + Leadership Skills
  + Assertive in communication
  + Excellent communication skills
  + Excellent Analytical Ability
  + Self-Driven, self-starter individual
  + Mentor and Team leader
  + Proactive approach
  + Customer focused
  + Best Motivator to the juniors.

**ACHEIVEMENTS:**

* Participated in District quiz Competition and stood in top 10
* Stood Topper in Mandal level in Intermediate.
* Received best employee award twice in ICICI.

**Societal Experience:**

* Active member in **Robinhood Army** in Hyderabad location.
* Active Volunteer in **READS NGO** which works in sanitation and health of the children and lactating Mothers sponsored by the **UNESCO Sustainable Goals.**
* Volunteer in **Ramakrishna Math** in Hyderabad.

**PROJECTS:**

**B. Tech Project:** Real Time ECG Processing Based on FPGA.

**MBA project**: Growth of women in corporate sector-Hard work or Gender basis

**PERSONAL PROFILE:**

**Name :** RAJASHEKAR VADDEPALLY

**Mobile :** 8328007038

**Email :** vadderaja34@gmail.com.

**Languages :** English, Hindi, Telugu, Kannada

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: HYDERABAD ( RAJASHEKAR.V)