**Soundarya Samboju**

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**LinkedIn:** **www.linkedin.com/in/samboju-soundarya-a8807b310** **Top of Form**

**Bottom of Form**

**Professional Summary:**

Having 6 months of experience as IT Recruiter of Job Experience. Dynamic and results - driven professional with a Bachelor's degree. Possess a strong understanding of presales methodologies and techniques with a focus on aligning technology skills with business requirements. Proficient in sourcing, screening, and verifying resumes, with extensive knowledge of recruiting practices and terminology. Skilled in managing end-to-end recruitment processes for multiple corporate clients, driving top-tier talent acquisition in competitive markets.

**Key Skills:**

* Resume Sourcing & Screening
* End-to-end recruitment knowledge.
* Coordinating interviews and follow-ups.
* Familiarity with job portals (Naukri, Monster, Linkedin , Work India etc.)
* Client Relationship Management
* Negotiation Skills
* Vendor Management
* Resume editing as per the client format.

**Technical Knowledge:**

* Good understanding of IT technologies (e.g., Java, .NET, SQL, testing tools)
* Ability to understand job descriptions and technical requirements
* Knowing current tech trends in the domestic IT market

**Work Experience:**

**Lussotech LLC DEC 2024-Till date**

**Associate IT Recruiter, Hyderabad**

**Responsibilities:**

* Sourcing suitable profiles from job portals. Screening the candidates with Telephonic discussions for their communication skills,
* Source potential candidates through online channels (e.g. social platforms and professional networks).
* Good experience on job portals like Naukri, monster, indeed etc.
* Maintaining Database of software Professionals by skill wise, Experience levels.
* Candidate Search through various sources - Company Database / Job-Boards / Google/ Employee Referrals/LinkedIn etc.
* Negotiating the salaries with employees.
* Schedule & coordinating Interviews for the Candidates shortlisted by the clients.
* Experience of posting the Job description on different job portals & screening the applicants.
* Negotiated employment offers with candidates, balancing company budget and candidate expectations.
* Maintained up-to-date knowledge of emerging technologies and IT industry trends.
* Provided ongoing support and guidance to placed candidates, facilitating smooth transitions into new roles.
* Conducted in-depth interviews with candidates, assessing competencies and cultural fit for specific roles and organisations.
* Advertised and managed position listings, organising interviews with suitable candidates.

**Education:**

* **GRADUATION**: Completed Bachelor of Technology in Electronics communication Engineering (2012 -2016) from VBIT, Pemberthy with 76%.
* **INTERMEDIATE**: Completed Board of Intermediate Education (2010 - 2012) from A.B.V Junior College with 84%.
* **S.S.C**: Completed S.S.C in the year 2010 from Ekashila High School with 86%

**Personal Information:**

* Date of Birth 16+th Sep 1993
* Permanent Address Gajularamaram, Hyderabad
* Gender Female
* Languages Known Telugu, English