

Ashwini Jangeeti

ashwinijangeeti@gmail.com • +91-8639135613 • Hyderabad

Professional Summary

Results-driven HR professional with experience in recruitment, talent sourcing, and candidate screening. Strong communication skills, leadership qualities, and ability to work effectively in fast-paced environments. Passionate about fostering collaborative workplaces and ensuring seamless hiring processes.

Education

B.Tech, Anurag Group of Institutions – 2025

Percentage: 67

Intermediate, Narayana Junior College – 2018

Percentage: 65

SSC, Narayana Techno School – 2016

Percentage: 78

Work Experience

HR Recruiter, Hucon Solutions – March 2024 – September 2024

Managed end-to-end recruitment, including sourcing, screening, and interviewing candidates. Maintained job listings and hiring records using Excel spreadsheets. Assisted in strategic hiring plans to meet company objectives. Ensured effective communication between hiring managers and candidates.

Voice Process Role, SMS Handover – October 2024 – January 2025

Handled customer interactions and inquiries in a voice-based process. Assisted in resolving customer concerns efficiently and professionally. Maintained records of customer interactions and escalated issues when necessary. Ensured quality service by adhering to process guidelines and standards.

Skills

Competencies

Recruitment

Hiring: Talent sourcing, candidate screening, and interviewing.

Communication Skills: Strong verbal and written communication abilities.

Leadership

Teamwork: Ability to collaborate effectively and take initiative.

Organizational Skills: Efficient in maintaining hiring records and documentation.

Certifications

Activities

Certified in C and C++ through SoloLearn.

Active volunteer in college cultural events.

Engaged in creative craft-making (Wealth from Waste).

Personal Details

Date of Birth: 11 April 2001

Languages: English, Hindi, Telugu

Hobbies: Music, Badminton, Drawing