

## OBJECTIVE

To excel professionally, gaining knowledge in a growth oriented organization, where I can enhance my knowledge and contribute my experience towards the success of the organization.

### Profile summary:

I have 1.2 Years of experience in HR Executive and also experience in recruitment which includes sourcing, scheduling, coordinating interviews, interacting with the recruiters and short listing the candidates. I am seeking an opportunities as a HR Executive that will use the organizational, interpersonal skills to support an organization in development like Sourcing, Screening, Rate Negotiating, Bulk Hiring, Vendor Coordination, Requirements Gathering and Submissions.

- Having Experience in **DOMESTIC STAFFING (IT REQUIREMENTS)**.
- Good Experience on job portals (**NAUKRI, MONSTER, TIMESJOB**), **LINKEDIN, INDEED** and **other Social Networking Sites**.
- Having Experience in **TRAINING AND DEVELOPMENT**.
- Good verbal and written communication skills.
- Excellent in identifying the need of Organisation.
- Proficient in coordinating with the people.

## PROFESSIONAL EXPERIENCE

**CURRENT COMPANY** : Tech Era IT Consulting Pvt Ltd, Hyderabad.  
**Designation** : HR Executive  
**Duration** : 1<sup>st</sup> June 2016 To Till date.

### Roles and Responsibilities: HR Executive & Recruitment

#### Roles and Responsibilities:

- Responsible for full life cycle of Recruitment process including team management.
- Had great experience in sourcing relevant profiles.
- Submitting the Recruitment Updates on daily basis to the Requirement SPOC.
- Sourcing profiles from Pan India and satisfying client needs.
- Had a good knowledge on IT Based Skill set and some knowledge on Non-IT skills.
- Handling Client & Client Technical Team Interaction for Understanding the requirements
- Responsible for Permanent/Contractual/Bulk recruitment for our clients
- Build and maintain relationship with customers & with internal team.
- Act as main point of contact for customers regarding business service issues, questions and concerns with clients and also for internal colleagues.
- Handling multiple requirements and working under pressure, also had a great zeal to close the requirements.
- Identify gaps and develop corrective plans.
- Currently working as HR Executive and handling internal joining and exit formalities & BGV Verification.
- Working under my C.E.O and HR Operations team.
- Fulfilling internal needs, and coordinating with team and also preparing monthly performance report done by internal team.
- Maintaining attendance sheet, and submitting them to operations team.
- Conducting initial round of interviews and scheduling them for internal interviews.
- Monthly entertainment programs and refreshment games for internal team
- Good at handling multiple open positions & prioritizing the work accordingly.

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**Clients: - (Permanent & Contract Staffing)**

Fujitsu,L&T, Century Link, Capgemini, Zensar, TechMahindra, NttData, CDK Global also worked for internal requirements and fulfill internal needs.

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**TECHNOLOGIESWORKED ON**

Infrastructure Technologies, Enterprise Technologies, Mobile technologies, Web technologies, Microsoft Technologies, Testing Tools, Embedded etc....

**Academics:**

Education	Institution	University	Academic Year	Percentage
MBA –HR	NIBM	NIBM –University	2017	1 <sup>st</sup> sem - 80%
BACHELOR OF TECHNOLOGY (IT)	V.R.SIDDHARTHA ENGINEERING COLLEGE, VIJAYAWADA	JNTU KAKINADA	2012-2016	7.9(CGP)
INTERMEDIATE (M.P.C)	NARAYANA JR. COLLEGE, ONGOLE	BOARD OF INTERMEDIATE EDUCATION, AP	2010-2012	82.00%
SSC	ATKINSON HIGHER SECONDARY SCHOOL,VIJAYAWADA	BOARD OF ANGLO INDIAN,TAMILNADU	2009-2010	76%

**Personal Strengths:**

- Ability to understand the sense of urgency, handle pressure & deliver within defined timeline
- Takes initiative and works independently and as part of a group.

**Personal Details:**

Father's Name : K.VENKAT  
Date of Birth : 01 NOV 1994  
Languages Known : Telugu, English  
Hobbies : Dancing, playing chess.

**Date:**  
**Place: Hyderabad**

**SIGNATURE**  
**(K.ASLESHA)**