

KATARI ANIL KUMAR

Resides : Dr no 5-3,Chinaogirala post ,Vuyyuru Mandal,Krishna District-521245
Phone : +91-9908172267
Email : anilkatari99@gmail.com
Date of Birth : 19th December 1991
Nationality : Indian | Skype: anil.katari67
Education : MBA Graduate from Jntu Kakinada University, India - 2015
Languages : Fluent in English, Hindi, Telugu.
LinkedIn URL : <https://www.linkedin.com/in/anil-kumar-katari-70884356/>

Career Objective:

Having 2.2 Years of experience in the field of Talent Acquisition and handling major clients as well as end to end for Contract to hire and Permanent recruitment process. Individually I am a highly motivated and dynamic professional with proven analytical skills and ability to work under pressure.

- ▶ Ability to recruit different categories of employees for all levels in different stream.
- ▶ Keen learner and a strong believer in handling team.
- ▶ Worked in client location flipkart with different managers.

Career Synopsis:

- ➡ A vibrant & practical, professional with 2.2 years of experience in entire spectrum of HR Recruitment and executive Process.
- ➡ Ability to use sound judgment & decision-making skills and effectively perform in a self-directed work environment.
- ➡ A skilled leader with the ability to develop teamwork and achieve superior results.
- ➡ Resourceful, goal oriented, possess strong organizational, communication and analytical skills with ability to work under pressure and multi task in a fast paced environment
- ➡ Extensive experience in full life cycle recruiting with Non IT consulting and recruiting in all areas of Non IT and IT.
- ➡ Experienced in closing both Contract and Permanent positions.
- ➡ Able to coordinate drives in client location.
- ➡ Ensuring prompt resolution of employee grievances to maintain cordial relationship between employees and senior management.

Educational Qualification :

- **M.B.A** in Mvn Institute Of Management Studies and Research College from JNTU University Kakinada in 2013-2015 to 66%
- **B.Tech** (Mechanical Engineering) in Gudlavalleru Engineering College from JNTU University Kakinada in 2009-2013 to 59 %.
- **Intermediate** in Prsm National Junior College from 2006-2008 to 80%
- **SSC** in Sri Srinivasa Aksharayalam English Medium High School in 2006 with 78%

Computer Proficiency:

Operating Systems	MS-Windows
Packages	MS-Office, Typing
Languages	C, Java

Professional Experience:

- ➔ **Currently working in Innovsource pvt.ltd as a Senior Executive Sourcing From June 2017 to Till Date.**



Responsibilities:

- Handling **Amazon, Myntra, Big Basket** Client-Direct SPOC from Innovsource pvt.ltd.
- Getting the requirements from SPOC & sharing to the team members
- Providing guidelines to the team how to get relevant profiles from the portals
- Preparation of MIS Reports, Attendance reports, Performance Sheets and keeping a track of the regular progress of the team.
- Making the Offer & Appointment letters(On boarding process)
- Maintaining the complete database of the employees
- Excellent Sourcing Skills from Professional Networking Sites, Blogging, Social networking sites.
- Experience in Portal Sourcing using Naukri and Monster.
- Screening and short listing resumes of candidates as per requirement.
- Co-ordination & Communication to line – up the candidates for interview.
- Getting the Timesheets from the candidates with all approvals
- Handling client relation and getting the requirements through SPOC's
- Continuous follow up with clients and candidates.
- Analyzing the requirement
- Responsible for full life cycle recruiting, including cold calling, rate negotiating, building a pipeline of candidates, technical screening, candidate interviewing, pre- employment testing, reference checking, extending job offers and closing deals for consulting and permanent position
- Work well under pressure and meet the deadlines.
- Effectively filled Contract, Contract to hire and Permanent positions.
- Maintaining the MIS reports Daily.
- Posting the ads in job portals and collecting the appropriate resumes from the portals.
- Marinating employees exit process with full and final settlements along with relieving formalities.

➔ **Adecco India pvt.ltd as a Recruitment consultant From August 2016 to June 2017.**



Responsibilities:

- Handling **Bajaj Finserv, Flipkart & Amazon, Dr.Reddy Foundation** Client-Direct SPOC from Adecco India pvt.ltd.
- Getting the requirements from SPOC & sharing to the team members.
- Satisfying client & Internal targets.
- Excellent Sourcing Skills from Professional Networking Sites, Blogging, Social networking sites.
- Experience in Portal Sourcing using Naukri and Monster.
- Screening and short listing resumes of candidates as per requirement.
- Co-ordination & Communication to line – up the candidates for interview.
- Responsible for full life cycle recruiting, including cold calling, rate negotiating, building a pipeline of candidates, technical screening, candidate interviewing, pre- employment testing, reference checking, extending job offers and closing deals for consulting and permanent position
- Work well under pressure and meet the deadlines.
- Effectively filled Contract, Contract to hire and Permanent positions.
- Maintaining the MIS reports Daily.
- Posting the ads in job portals and collecting the appropriate resumes from the portals.
- Managing employees exit process with full and final settlements along with relieving formalities.
- Ability to multitask, work under high pressure and get the job done.

➔ **Saisun Outsourcing Pvt.ltd (Flipkart) as a HR Executive/Recruiter from July 2015 to August 2016.**



Responsibilities:

- Maintaining the Offer & Appointment letters of the candidates
- Providing the Counselling and making training schedules for the candidates.
- Preparing of daily attendance, MIS reports.
- Understanding requirement of the organization and customize the search accordingly.
- Sourcing, head hunting, scrutinizing & Short Listing of the resumes.
- Write job descriptions, pre-screened and interviewed potential candidates in order to qualify the best quality candidate to present to clients.
- Conducting Campus drives and participating in Job fairs in order to gather the Talent Pool.
- Maintaining client database in excel format for better responses.
- Posting the ads in job portals and collecting the appropriate resumes from the portals.

TECHNICAL SKILLS WHICH I HANDLED for NON-IT:-

1. Cluster Manager.
- 2.Center Head.
3. Assistant Manager.
4. Supervisor.
5. Accountant
6. Site Engineer
7. Mechanical Engineer
8. Civil Engineer

TECHNICAL SKILLS WHICH I HANDLED for IT:-

Web Application Platform/Sun	Java, J2EE, Servlets,Angular Js.
Microsoft Technologies	.Net, ASP.net, C#, .Net Framework, SQL server.

CORE COMPETENCIES:

- Communication & Presentation Skills
- Client Acquisition, Servicing and Relationship Management
- Good team & Co-ordination Skills while handling multiple Clients
- Operations & Planning; Project and Time Management.

Summer Internship and Concurrent Projects:

Project title : "Training & Development".
Organization : Kcp Sugar and Industries Corporation limited, Vuyyuru.
Tenure : 3 Months.
Date : May 2014 to August 2014.

Project description:

The project concentrated mainly on Training & Development of employees in the organization for better Performance to achieve goals in an Organization.

Co-curricular Activities and Achievements:

- Secured First prize in inter college basketball tournament in the year 2010.
- Awarded best student of the year in 2011.
- Organized Several Blood donation camps in my village.
- Worked as a co-ordinator in Gec-Fest in the year 2011.
- Member in Red Cross Society.

DECLARATION:

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

Date:

Place:

Katari Anil Kumar