

Rani Annapurna

Sr. IT recruiter - Sampoorna Computer People, Basheerbagh

Hyderabad, Andhra Pradesh

ranigoud.ranga@gmail.com - 8688583383

Seeking challenging position in IT to utilize the skills acquired to achieve the targets set by the Organization from time to time and to make a mark and excel in the field of HR & Recruitment by using my capabilities, knowledge and expertise and to grow with the organization I work with.

WORK EXPERIENCE

Sr. IT recruiter

Sampoorna Computer People, Basheerbagh - Hyderabad, Andhra Pradesh - September 2010 to Present

Hyderabad (2.8 yrs) ~ Since September 2010 Till April 31st 2013

(Regular)

Designation Sr. IT recruiter

Job Profile

- Role involves understanding the client requirements & processing the requirement within a stipulated time frame converting them into re-venue stream.
- Interacting with clients on daily basis
- Proficiency in managing the complete gamut of tasks involved in recruitment including sourcing, screening, short listing the resumes, scheduling & conducting interviews, negotiating salaries, preparing offers, verification checks etc.
- Day-to-Day follow-up with the technical panels and candidates for the interviews - happening
- Build and sustain a network of potential applicants
- Preparing weekly, monthly and quarterly reports.
- Maintaining the database.

Major Accounts Handled and got the offers from

Clients: Infosys, IBM, CMC, KPMG, iNautix (Pune and Chennai), Amdocs (Pune), Infor global solutions, EcomZera, SASKEN COMMUNICATION TECHNOLOGIES LTD

Non Recruiter Experience: 2.2 years

Talent Acquisition Team Executive

Inspire Consultancy - Bangalore, Karnataka - August 2013 to June 2016

Bangalore (3.4yrs) ~ Since August 2013 -June 2016

(Freelancer)

Designation Talent Acquisition Team Executive

Job Profile

Aggressively manage the recruitment process and life-cycle, including sourcing, assessment, interviews, and offers.

Excellent communication & interpersonal skills

- working as a Freelancer.
- I am a self-starter, eager to learn new things
- Strive for excellence

- Experience of 5.5 years in recruitments
- Good experience in handling Technical Recruitments and well versed in end to end recruitment process
- Ability to work independently, multitask & handle work pressure

Recruitment where I am involved

- Understanding and strategizing the requirements of the client.
- Use social media, job boards, Internet sourcing, and other technical means to source candidates for open jobs.
- Manage recruiting functions including searches for candidates, phone screens, setting interviews, establishing relationships with clients and candidates.
- Screening profiles and interviewing prospective candidates to know the soft skills.
- Scheduling interviews by interacting with the clients.
- Following up with the clients for feedback.
- Updating the projects on the DOJ of the offered candidates Ability to achieve goals within timelines Gathering the Open requirements along with the Job Descriptions.
- Source the relevant profiles for the same and share it with the panel.
- Follow-up the candidates for the system formalities and other formalities.
- Update the business teams on the Offer status and date of joining of the candidates.
- Close the open position and thus contribute for the business growth

Major Accounts Handled and got the offers from

National Clients: Capgemini, IBM

Local Clients: Sonata

Customer Relation Officer

Hinduja Global Solutions, Somagiguda - Hyderabad, Andhra Pradesh - March 2010 to August 2010

Job Profile

- Sourcing the applications of all the Airtel Dsl connections, and giving end to end support.
- Maintaining the entire database with key skills & check the duplicates data & remove from database.

Junior Software Programmer

Tangible Solutions - Hyderabad, Andhra Pradesh - October 1999 to March 2001

Job Profile

- Interacting & gathering the clients and understanding their requirements.
- Handling the project allotted to me.
- Internal testing & candidate training.
- Distributing the requirements and handling a team of 3-6 members.
- Co-ordination with the client for feedback on completion of projects
- Also second role was office administrator wherein my chief responsibility is to handle the all office related queries & problems about desktop systems. (Hardware, Software, LAN & Internet)

EDUCATION

M.A in English Literature

Osmania University - Hyderabad, Andhra Pradesh

1998 to 2000

Professional in Computer Application

NIIT - Hyderabad, Andhra Pradesh

January 1996 to 1999

B.Com

Osmania University - Hyderabad, Andhra Pradesh
1995 to 1998

SSC

Osmania University - Nizamabad, Andhra Pradesh
1992

Board University

Certification in Course

ITES

ADDITIONAL INFORMATION

➤ Personal Skills:

- Confident
- Hardworking
- Team Player
- Optimistic
- Good time management

➤ Personal Dossier:

Husband's Name R. Vidyanand Goud

Permanent Address Flat no-301, YHR residency, Srinivasa Puram, Ramanthapur, Hyderabad.