

RESUME

Lavanya Chowdary
Contact No:9740594514

Email:lvnylovely81@gmail.com

CAREER OBJECTIVE

Intend to build a career with leading corporate environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

Profile Snapshot

- MBA (HR) with 3 years of experience in HR-Coordination/Client-Interaction/HR-IT Recruitment.
- Experience in HR Coordinator/Client Interaction/Interacting with the Panel/recruiting and hiring processes including sourcing, interviewing, reference checking and closing.
- A keen communicator with the ability to relate to people across all hierarchical levels in the organization; possess excellence coordination and interpersonal skills.

WORK EXPERIENCE

Working as a Talent Acquisition specialist with Cantaloupe Consulting from June 2017 to Till date.

Worked as HR Coordinator/Delivery executive with IT World Web (Deputed in client location *Groupon*) from March 2017 to May 2017.

Worked as an IT Recruiter & Sr.IT Recruiter/Team Lead(Deputed in Client location *Synchronoss*) with Topsy Solutions Pvt Ltd from July 2014 to March 2017.

HR Coordinator:

- Interacting with the panel and vendor (candidates) regarding the schedules and slots to block the calendar.
- Interview Scheduling, interviewing and testing of applicants and selection of candidates based on division requirements
- Interview Room / Video Conference pre Booking
- Pre-registration for Candidates
- To book rooms in advance using the Room Booking tool. To file and maintain a record of rejected candidates for future audits

- Interview Feedback Collection post interviews to take next steps in the recruitment process

Recruitment:

- Responsible for full life-cycle recruitment and placement for the requirement given.
- Worked on Requirements like **Java(SDE 1,SDE 2,SDE 3,SDE 4),Full Stack developer, Android, Bigdata, Business Analyst, SRE-Linux/AWS/Weblogic, SDM, NOC, Cassandra, Program Manager, Incident/Problem Manager, Application Support, DevOps, Linux & VMware Admin, SQL DBA, MySQL DBA, MSBI, DBA** etc.
- Preparing Master/Team/Requirement Trackers, etc.
- Involved in process of Hiring from (Sourcing, Screening, and Scheduling, Coordinating interviews)
- Understanding the Requirements in order to effectively present the company's opportunities to the right candidates.
- Shortlist the relevant profiles based on the Job description.
- Screening and short-listing the candidatures in accordance to the requirements through various job boards and sites like Naukri, Monster, LinkedIn and Reference.
- Mass mailing on Portals as per the requirement given.
- Understanding and Briefing the company profile, JD's, Roles and Responsibilities to the candidate.
- First level filtering of candidates through telephonic interviews.
- Submission of short listed profiles to Hiring Managers and arranging interviews
- Facilitating Technical Interviews which could either be a Telephonic / Face to Face or via Video Conferencing
- Negotiation in salary according to the client bandwidth and companies profit.
- Follow-Up, interacting with candidates and the Managers till the Candidate Date of Joining.
- Maintaining & Updating Soft copy of the internal database of selected, short-listed or rejected profiles as per Budget, location, technologies and candidate details and Maintaining the Database.
- On the Date of Joining of candidate, getting all the required documents filled.
- Explore all channels of recruitments like taking references from existing candidates etc. for sourcing of the right candidates.
- Develop continuous pipeline of candidates to provide backup.
- Constant follow up with the candidate until the He/She is on-board and keeping a healthy relationship to get references for future requirements.

Client Interaction:

- Working with the client **Groupon** (E-Commerce) & **Synchronoss Technologies** (Telecom Domain).
- Regular client interactions for collecting requirements and staffing needs
- Driving mass walkins and client interactions
- Handling sourcing and client relationships mainly into IT domain
- Handling resumes evaluation and quality checks.
- Scheduling interviews for the candidates with the clients.

HR Operation:

- Ensuring completion of joining formalities and issuing of appointment letters/ probation review intimations, promotion and transfer letters at appropriate time
- Maintaining personal files & records
- Analysis for monthly reviews.
- Assisting in Formulation & Implementation of Organization Policies.
- HR information system including preparation of headcount reports, salary report, employee master, monthly HR Report, New Joinees & Resigned Data base etc.

QUALIFICATION:

- Masters in Human Resource, J.N.T UNIVERSITY (2014) (80%).
- B.sc (computers) From (S.K. University) (2012) (65%).
- Intermediate from A.P Board in year (2009) (70%).
- High school from A.P Board in year (2007) (64%).

Personal Minutiae:

- Sex : Female
- Marital status : Single
- Languages Known : English,Hindi,Telugu,Kanada
- Current Location : Bangalore.

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.