Bathula Venkata Varun

Mobile: 9985777640
Email: bvenkatavarun@gmail.com
https://www.linkedin.com/in/bathulavenkatavarun/

CAREER OBJECTIVE

An innovative, energetic, strategic HR professional with deep experience in Hr Manager, Talent Acquisition, Talent Management, and other Human Resource functions with 8.5 years of rich experience. Strengths include formulation & execution of recruitment strategy, and augmenting the recruitment process by enabling technology (ATS systems) in Core IT Recruitment, & Non-IT Recruitment.

CAREER SUMMARY

- Sound knowledge of the complete recruitment life cycle for IT requirements Majorly into (Contract & Permanent) Interacting with hiring Managers and Department Heads/Stakeholders for requirement gathering.

- Extensive experience in Internet Recruiting for IT Technical candidates, pre-screening to pull out quality potential candidates, lead generation by job posting, e-mail, etc.

- Possess strong technical/business acumen and understanding of technical requirements; deep sourcing skills and experience sourcing passive candidates (Through Job portals like - Dice, Monster, indeed, Career Builder, LinkedIn, and Naukri)

- Hands-on experience with ATS (Application tracking system)

- Responsive Team Leader with expertise in employee management, training, and group leadership. Maintains group safety and strict performance standards with successful monitoring strategies. Dedicated to accuracy and customer satisfaction.

- An out-of-the-box thinker committed to the growth of people within the organization

- Excellent technical skills and professional approach, a strong level of motivation & Commitment

- Good at stakeholder management and conducting interviews and filtering the candidates for open candidates.

Core Skills

- Talent Acquisition
- HR Opeartions
- Employee Relations
- Compliance
- HR Policies
- Benefits Administration
- Performance Management
- Employee Engagement
- Payroll Processing
- HR Metrics
- Workforce Planning
- Candidate Sourcing
- Interviewing
- Recruitment Strategies
- Job Posting
- Candidate Screening
- Onboarding
- Applicant Tracking System (ATS)
- (Job Diva,Easy job post, Zoho)
- Talent Pipeline
- Offer Negotiation
- HRIS (Human Resources Information System)
- MS Office Suite
- Data Analysis
- HR Analytics
- Social Media Recruiting
- Boolean Search

Technical Skills:

- **Operating Systems**: Windows 98, MS – Office,
- **Webmail:** Microsoft office outlook, Dream Host, Zoho
- **Documentation Tool:** MS Office.
- **ATS**: Job Diva, Easy Job Post
- **Job Ports**: Monster, Naukri, Indeed

WORK EXPERIENCE DETAIL

Intelizign LifeCycle Pvt Ltd
Designation: Team Leader & HR Operations   **March 2023 to August 2023**

- Oversee full employee lifecycle management including onboarding and offboarding processes.
- Enhance HR procedures, administer benefits, and develop policies to optimize employee experience.
- Coordinate pre-boarding and post-onboarding activities to ensure seamless transitions.
- Issue offers letters and manage the exit process in compliance with company policies.
- Maintain employee database integrity, generate reports, and resolve daily HR inquiries.
- Conduct preliminary screenings, source specialized profiles (e.g., Teamcenter, Enovia), and coordinate technical panel interviews.
- Utilize applicant tracking systems like Easy Job Post to streamline recruitment processes and improve efficiency.
- Assisted with recruitment efforts by interviewing potential candidates and providing input on hiring decisions.
- Conducted regular performance reviews to assess individual team member progress.
- Participated in regular meetings with senior leadership to provide updates on team progress.

Nixsol India Pvt Ltd   **May 2022 to March 2023**
Designation: Senior Technical Recruiter
Clients: Infosys, Tech Mahindra, SNAD Developers

- Working as a Senior Talent Acquisitions India contact to hire for Infosys
- Hiring for Technical and non-Technical roles.
- Applied sourcing methods to find the right candidates by leveraging different tools like internal databases, j ob
- portals (Naukri & Monster), Mass mailing, networking sites like LinkedIn, and internal referrals.
- Extensive experience Social in Social Media Platforms like - Naukri, LinkedIn, Boolean String Search, Recruiting, and Professional Networking Like: (Facebook, Twitter).
- Offer Negotiation, Offer Approval
- End to End Recruitment.
- Stakeholder Management
- Driving and implementing hands-on sourcing/ search strategies for critical and hard-to-find skills.
- Developing market intelligence for niche roles.
- Stakeholder interaction and management through regular sync-ups, kick-offs, and sharing of hiring progress reports.
- Work collaboratively with other members of the project team, liaising with other Stakeholder Managers
- Subject matter expertise in hiring for Software Engineer, Technical Architect, and Product Development roles.
- Interacting with the hiring managers to understand the Job Requirements as well as with help of search Portals and candidates to understand the technical specifications. Understanding the Requirements and Functional Specifications.
- Gathering information about candidates (Work experience, present and expected compensation, location/relocation information, work authorization status, Notice Period, availability for the interview, mo tivation factors, etc).
- Following up with the candidates to keep them Active & Available for PreOnboarding and Post Onboarding procedures.

- Responsible for preparing Daily Productivity Reports, database trackers and Onboarding reports, Timesheets, and interview schedule trackers.
- Convincing the candidates of the firm's respective offers, terms, and conditions.
  Maintaining healthy HR relationships with candidates from their hiring till separation and post-separation as well.

C-STAR Digital Pvt Ltd, Hyderabad   Dec 2019- April 2022
Designation: HR Operations

- Responsible for Recruitment System, Administration of HR, and Team Leading
- Onboarding newcomers to the company
- Determining suitable salaries and remuneration
- Supporting employee opportunities for professional development
- Managing succession planning of staff
- Assisting with the performance management and review process
- Supports Payroll in collaboration with an external provider.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Performs other duties as assigned.
- Digital Marketing.

INVIZO TECHNOLOGIES PRIVATE LIMITED, Hyderabad   May 2015-Sep 2019
Designation: Hr Executive

- To look after the whole recruitment process.
- Taking Care of joining formalities of the Employees.
- Issuing offer letters and appointment letters to new employees.
- Coordination with the new jonnies of the internal employee.
- Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have.
- Helped managers identify and target areas of improvement through workforce analytics.

EDUCATIONAL QUALIFICATION

QUALIFICATION	SCHOOL/COLLEGE ATTENDED	UNIVERSITY	YEAR OF PASSING
MBA	GIET, Rajahmundry	JNTUK	2014
B. Tech	CIET, Rajahmundry	JNTUK	2011
12th	NARAYANA JUNIOUR COLLEGE, Rajahmundry	Board of Intermediate	2007
10th	Tripura Educational Academy, Rajahmundry	SSC	2005

Certifications

HR Generalist
CertifiedIssued by: Skill Deck

Tech Recruitment
Certified ProfessionalIssued by: HR & IR ACADEMY

Chat GPT for HR
CertifiedIssued by: Great Learning

Naukri Maestro Recruiter
Issued by: Naukri

Bathula Venkata Varun