

Nithin Kumar Mustyala

Mobile No: 7989208750

E-mail: nithin1059@gmail.com

Professional Summary

- A focused professional having experience of **3.3 Years** of experience in Human Resource(HR) Domestic IT Recruitment
- Gained good experience in devising various sourcing strategies as per the recruitment requirements and needs
- Experience in both contract and permanent staffing
- Exposure to Complete **Recruitment life cycle**. Precise expertise in Job assessment, Sourcing, Screening of resumes, Initial screening Interview and follow-up
- High perfection on hiring the candidates for **Full-time/Contract to Hire(C2H)** positions

Employment Details

- Working as HR Recruiter with RASP IT consulting services Pvt. Ltd from September 2019 – November 2022.

Roles and Responsibilities

Work process majorly involves handling the entire Recruitment Life Cycle- for all IT requirements right from working on job portals, screening profiles, evaluating, short listing candidates and submission of profiles to the team lead.

- Sourcing candidates through Internal Databases, Referrals and Network
- Extensively used Job portals Naukri, Monster, Smart Recruiter, LinkedIn etc.,
- Closely scrutinizing the candidate CV to check if it meets the requirement needs
- Exposure to Complete **Recruitment life cycle**
- Follow-up with the candidates on daily basis to inform them about interview schedules, meetings, etc.,
- Also following up with the interview panel, basically bridging the necessary gap between employer and candidate till the whole recruitment process
- Handling end to end recruitment Process, from sourcing to offer and placement
- Executing on boarding process of new employee along with necessary documentation

Personal Skills

- Team Player
- Capable to explore new ideas for the growth of organization
- Fast learning and implementation capability
- Strong communication and interpersonal skills

Education Details

- **MBA – Avanathi PG College (OU)**

Personal Details

- Date of Birth -22/07/1993
- Father's Name- Prasad
- Gender-Male
- Nationality- Indian
- Languages Known– English, Hindi, Telugu

Declaration

I, hereby declare that the above-mentioned statements are true and correct to the best of my knowledge and belief

Place: Hyderabad

Yours faithfully,
Nithin Kumar.