



PERSONAL PROFILE

Scaling new heights of success with hard work & dedication and leaving a mark of excellence on every step, targeting assignments as **Talent Acquisition (HR Recruiter)**

KNOWLEDGE AREA

- Talent Acquisition
- Talent Sourcing
- Recruitment Modeling
- Recruiting Process Lifecycle
- Hiring

Professional qualification: Master of Business Administration (HR and Marketing) from Andhra university Affiliated.

TECHNICAL SKILLS

- Microsoft Excel & Word
- Microsoft PowerPoint

PROFILE SUMMARY

- Performance driven professional with over **3+ years** of experience in **Talent Acquisition, Human Resources, and Bulk Recruitment**.
- Hands-on experience in skills to transform, inspire, and align for **Scheduling and Screening Interviews with Onboarding**
- Insightful knowledge in **Recruiting** and business' overall recruitment & sourcing mission, vision, and long-term strategy
- Rich exposure in competency-based **Recruitment Process** by job analyzing, position profiling, and designing skill inventory for each position.
- In-depth understanding of job analysis, position-specific skill matrix design, and **Competency-Based Fitment Analysis for Hiring**
- Excels in **Bulk hiring** and **Selection Process** for high-order positions, such as Senior and Mid-level appointments, and Allocated in the selection committee for nationwide candidate searches and high-profile placements.
- Proficient in **Managing Stakeholders** and Database with implementation of action plans, recruiting policies, and developed metrics to monitor results.
- Keen interest in **Recruitment** by Formulating, suggesting, and managing data-driven projects.
- An ambitious & hardworking individual with excellent relationship management skills and the ability to manage time effectively.

WORK EXPERIENCE

Since Dec'2021 with Korn ferry company

Role: Associate Recruiter

- Managing end-to-end recruitment database to analyze and filter suitable candidates from a large talent pool before moving them to prospective pipeline.
- Interacting with Hiring managers on a regular basis to understand the need of the resource.
- Involved in review meetings for monthly, quarterly for recruitment targets. Maintaining the recruitment database. Has been actively involved in volume hiring through various projects.
- Develop and maintain close relationships with candidates, which helps obtain quality referrals.
- Involved in the closure of various vanilla and niche skills. • Internal Job Posting to get referrals from the existing employees.
- Portal Management i.e., Naukri and Monster portal.
- Maintaining database and driving regional recruitment process by formulating hiring strategies to meet hiring targets and build recruitment funnel for the year.
- Consolidating intelligence gathered from previous hiring cycles based on ground data, competitor's intelligence, market research,

SOFT SKILLS

- Collaborator
- Communicator
- Innovator
- Planner

Languages Known: English
Telugu, Hindi

CERTIFICATIONS

- Human Resource Foundations
- HR Analytics – Great Learning

- Extending support toward platform testing for various assessment and recruitment channels.

Company Name **Quess corp**

Role: Recruiter

- Sourcing talent through job portals, Candidate referrals, Job posting & screening the CV's as well as Conducting HR validation.
- Conducting preliminary interviewing and negotiation with the candidates, Identify the candidates based on the technical requirements, scheduling interviews.
- Planning, coordinating, and executing head hunting process and maintaining a comprehensive data bank of all the employees with the varied background.
- Handling recruitment life cycle for sourcing the best talent from diverse source after identification of manpower requirement.

ACCOMPLISHMENTS

Received Appreciation from Clients for delivering quality profiles.