
GUNASREE PORANDLA

Technical Recruiter HR

Phone: 8008684508

Email: porandla.gunasree@gmail.com

SUMMARY

- * MBA Graduate with 3.7 years of extensive experience in Human resource.
- * Experience in full lifecycle of Recruitment (Analyzing requirements, Sourcing profiles, screening resumes, short listing candidates, scheduling and organizing interviews, negotiating salaries with candidates).
- * Responsible for sourcing consultants and short-list the resumes depending on the requirements.
- * Hands on working experience in Internet recruitment sites like Naukri, LinkedIn, Monster, social media platform.
- * Responsible for handling the internal closures.
- * Experience in using ATS-ResumeFox
- * Speak to the consultants/employers regarding their technical skills, interest, availability and salary negotiation, and relocations.
- * Keeping track of consultants for future references.
- * Have high levels of skill and motivation to hunt the talent for complex technical requirements.
- * Good analytical Skills with ability to learn and understand various skills.

WORK EXPERIENCE

Designation: HR EXECUTIVE (Feb 2023 to till date)

Organization: Lancesoft, Hyderabad

Responsibilities:

- * Worked on Permanent and C2H hiring and Client Based Projects.
- * Involved Direct Sourcing, Candidate Management, Interview Scheduling, and Cost-effective Recruitment.

- * Expertise in handling Vanilla & Niche Requirements for PAN India and closed within the TAT.
- * Sourced profiles for suitable candidates through Job Portals, Employee Referrals, Job postings and by using the existing database.
- * Good working experience in LinkedIn, Naukri, Social Media hiring.
- * Negotiating with the candidate regarding salary for fitment as per the Compensation.
- * Technologies hired for: SAP consultants, Core Java, AWS, Data Engineer, Automation Tester
- * Database: Oracle, PL/SQL, SQL server.
- * Testing Tools: Manual, Automation, Functional testing, Performance Testing, Mobile Automation testing (APPIUM).

Designation: HR EXECUTIVE (March 2021 to Feb 2023)

Organization: ValueLabs, Hyderabad

Responsibilities:

- * Worked on Permanent and C2H hiring and Client Based Projects.
- * Involved in Internal resourcing, Direct Sourcing, Candidate Management, Interview Scheduling, Employee Referral's, and Cost-effective Recruitment. Exposure in Handling Full Recruitment Life Cycle starting from Requirement Requisition till Offer Role out followed by Documentation required for BGV and Final onboarding for associate.
- * Worked as an Individual Contributor Collect requirements & JDs from the respective Business Heads
& Functional Heads/Hiring Managers
- * Expertise in handling Vanilla & Niche Requirements for PAN India and closed within the TAT.
- * Sourced profiles for suitable candidates through Job Portals, Employee Referrals, Vendors, Job postings, Walk-In's, and by using the existing database.
- * Source the best talented candidates and evaluate their skillset against the requirements of the position * Coordinating with the Technical Panel and lining up the shortlisted candidates for F2F/Telephonic/Video Call.
- * Acting as an interface between Hiring Managers, Technical interviewers and the candidate and ensure the interview is conducted efficiently and professionally.
- * Negotiating with the candidate regarding salary for fitment as per the Compensation.
- * Taking Unit head, Senior Management approval before the final closure.

- * End- to- End follow-up of the candidates (pre and post offer related issues).
- * Involved in Stakeholder management.
- * Technologies hired for: Core Java, C++, ASP.net technologies. Python, PHP developers
- * Database: Oracle, PL/SQL, SQL server.
- * Testing Tools: Manual, Automation, Functional testing, Performance Testing
- * Achievements: Received “Star of the Month” award thrice, “Pat on Back” twice and “Star of the Quarter” twice.
 - o One the top 5 recruiters during the tenure.
 - o Processed profiles from entry level to managerial level in IT.

Designation: HR CONSULTANT (Aug 2018 to Dec 2019)

Organization: Endeavour Software Solutions

Responsibilities:

- * Hands on experience into end-to-end life cycle recruitments.
- * Handled end to end recruitment and responsible for conducting the initial HR round to check the candidates on subjective aspects.
- * Hired entry level to senior level experienced resources from different domains.
- * Well versed experience in sourcing, screening, short-listing the profiles according to the requirements,
- * Scheduling technical interview and taking preliminary interviews.
- * Screening and shortlisting resumes based on specified criteria, skills, platforms, qualifications, and relevant experience.
- * Maintaining database, generating, and sending various daily, weekly, and monthly reports to the BU.
- * Connecting with the hiring managers to understand the profile requirements.
- * Experience in lining up, arranging and co-coordinating for the drives, based on the requirements.
- * Talking to the candidates, discussing the JD, and making sure, they possess the skills and Knowledge required by the clients.
- * Experience in handling volume hiring; taking care of weekend drives on a regular basis.
- * Experience in handling permanent and contract-based requirements.
- * Experience in job posting and bulk mailing.
- * Experience in headhunting, cold calling, and professional references.

Worked in TSNPDCL on Contract basis.

- * Responsible for entering the details of government employees through their service books.
- * Enter the payroll details of employees and run payroll, rectify the errors, executing the pay slips.

Declaration:

I hereby declare that all the details furnished above are true to the best of my knowledge.

Gunasree Porandla