




MELAGIRI

SAI ARCHANA

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 Bengaluru - 560061

SKILLS

- IT Recruitment
- Sourcing
- Screening
- Applicant Tracking Systems (ATS)
- JD Preparation
- Boolean search
- End to end Recruitment

CLIENTS WORKED

- Capgemini
- Accenture
- Scorg Internation
- Earnst-Young Global
- ATOS Syntel
- Persistent Systems
- Emphasis
- E-Info Chips
- Protiviti Global
- IIFL home Finance

SOFT SKILLS

- Communicative
- Resilience
- Diplomacy
- Optimistic
- adaptive
- Perceptive
- Consistent
- Diligent & Organize

IT Technologies

(requirements) Worked on

- Backend
- Frontend
- Middleware
- Testing
- BigData
- DevOps & Cloud technologies
- MSD Finance
- Business analyst, Admin, Support
- Automotive Domain
- Network Security

LANGUAGES KNOWN

- English
- Hindi
- Telugu
- Kannada

PROFESSIONAL SUMMARY

Passionate & versatile Recruiter Having 2+ years of Experience in Talent Acquisition with Startups Large IT Companies

I'm aspiring to be a part of an amazing Talent Acquisition Team that hires some of the brightest minds in the global technological space. A trained recruitment professional with core expertise in Acquiring Talent ranging from mid-level to entry- level roles in IT and Non-IT Fields.

WORK HISTORY

OPEN-MIND HR SOLUTION PVT LTD

Talent Acquisition Executive

April 2023 - Current

- Identify qualified professionals for employment consideration of NON-IT sector of jobs as well as IT sector jobs
- successfully closed multiple positions based on client requirements for startups as well as MNC
- Managed multiple candidates for multiple job opening at a time
- Taking proper confirmation from candidates to avoid No-shows as well as Escalations
- Preparing my performance reports on weekly basis with all the update on my data to present in the team meeting
- Taking the feedback from the client and maintain the qualitative process to ensure the best of the candidates are placed
- Manage the entire hiring process from the initial resume review to the offer acceptance Negotiation of Salary range to fit both company /candidate comfort level and Satisfaction
- Cooperated with company leaders in change management and talent solutions to gain competitive edge in job market.
- Established consistent language and methodology for talent discussions, development, and succession.
- Negotiated contracts and managed budget for recruiting expenses.
- Identified and created recruitment and administrative performance metrics and data to analyze trends, drive change, and assess progress.
- Assisted with writing job postings and job descriptions for boards.

BLUEBERRY IT SOLUTIONS

IT Recruiter .

September 2021 - April 2023

- Good understanding of Various Job Descriptions as per the client Requirements
- Holding Hands-on experience with Applicant Tracking Systems (ATS) searching in job boards such as Naukri, Shine, Monster, Sixth sense and Referrals
- Identify qualified professionals for employment consideration.
- Managed multiple candidates for multiple job opening at a time.
- Taking proper confirmation from candidates to avoid No-shows as well as Escalations
- Preparing my performance reports on weekly basis with all the update on my data to present in the team meeting.
- Taking the feedback from the client and maintain the qualitative process to ensure the best of the candidates are placed
- Manage the entire hiring process from the initial resume review to the offer acceptance Negotiation of Salary range to fit both company
- Candidate comfort level and Satisfaction.
- Good understanding of different IT Technologies such as Backend ,Front end, Full stack, DevOps, Cloud technologies likeAWS, Azure
- Successfully placed right candidates for the right jobs, and proved to be an effective recruiter.

EDUCATIONAL BACKGROUND

Bachelor of engineering (Electronics and Communication) in KSRM College of Engineering, Kadapa JNTUA(2013-2017), with 66%.