

**YASWANTHI C**  
**E-mail: hariteju9@gmail.com**  
**Mobile: +91 9739804783**

---

**CAREER OBJECTIVE:**

To believe in sincerity and hard work, utilizing my skills and abilities to do the work bestowed on me in an organization that offers professional growth while being resourceful, innovative and flexible.

**ACADEMIC QUALIFICATIONS:**

S.no	Qualification	college / university	Year of passing
1	MBA(Finance & Systems)	Sere vidyanikethan Institute of Management, Tirupathi	2017
2	B.com(computers)	Gayatri degree college	2015
3	Intermediate	Sri chaithanya Junior College, Tirupathi.	2012
4	SSC	Vijayabharathi high school, Tirupathi.	2010

**WORKING EXPERIENCE:**

**Having 6+ years of experience in the areas of Talent Acquisition (Recruitment & Sourcing).**

**Response Informatics- Hyderabad from Apr 3 2023 to Till Date)**

**Role: HR (Domestic HR)**

- Scrutinizing resumes according to the Client Requirements.
- Handling Both Permanent and C2H staffing.
- Handling End to End Recruitment, Screening, Shortlisting, Scheduling, documentation and on-boarding.
- Handling and Maintaining Job postings in **Naukri, LinkedIn, x-ray search, Mass Mailers, Found it, and Shine.com Etc..**
- Conducting and coordinating the Drives As per the Requirements both weekdays and weekends.
- Maintaining, updating the efficient database in Excel & internal database. Communicating with Candidates.
- Explaining them clearly the Job Description clearing their Enquiries.
- screening the profile of candidates against a technical job description

**CAPGEMINI-Bangalore from Oct 27, 2021 to Mar 10 2023.**

**SFJ Business Solution pvt. ltd- Payroll (Client-Capgemini), Bangalore- From Jan 25, 2019 to Oct 26, 2021.**

**Role: HR (Sr. Sourcing Analyst)**

- Highly efficient in handling multiple requirements at a time over the different regions, with strong expertise in creating search strings for complex requirements.
- Identifying the potential candidates through various sources like internal databank, LinkedIn, job portals (Naukri, Monster, Shine) Mass Mailing, referencing etc. to fill the vacancies and stimulating them to apply for the jobs.
- Hiring inputs: Meeting hiring managers to understand niche skill profiles.
- Vendor Management: Coordinated with various manpower consultants to procure resources for its operations general screening of the candidate's profile, short-listing them for the interviews.
- Background Verification: Primary Level of Background Verification was carried out at the time of first level of resume screening.
- Follow up with the candidates as well as on the feedback from the company side solving all the query between the candidate and the company hence attempt to meet the mutual satisfaction.
- Worked on recruitment tools like Success factor, Hire craft
- Also preparing reports on zero coverage & RMK database.
- Working collaboratively with my team, which includes Managing, mentoring, planning, understanding, and helping each other as and when required.
- Initiating recruitment drives on Weekends, end to end responsibility from Posting on the Job portals to coordination and to offer release.
- Identifying the positions & initiating the diversity drive as a program to provide the right platform to the female candidates.
- Hiring for the technologies like Java, Mainframe, Big data tools, PLSQL, MS SQL, Scripting languages- (Perl, python, shell), BPO, SAP Modules: ABAP , SD , FI-CO, MM
- Hiring for Non IT professionals Corporate Function Support like- PMO, Presales, Bid Management, Transition Management.
- Hired translators for different foreign languages- French, German, and Japanese

**WINFOGLOBAL TECHNOLOGIES PVT.LTD (HR Recruiter, IT and NON-IT) from 14 May 2018 to 31 Dec 2018.**

#### **ROLES & RESPONSIBILITIES:**

- Scrutinizing resumes according to the Client Requirements.
- Working with top clients like **WIPRO, DEVIUM, SAHOO SOFT, DECIMAL, MSG global** and **PEOL** Technologies.
- Handling End-to- end recruitments in large numbers in competitive environment. **HR Screening And short-listing** the resumes.
- Handling and Maintaining Job postings in **Naukri, LinkedIn, Mass Mailers Etc.**
- Specialized experience in **Monster.com.**
- Experience in handling Positions of senior levels i.e. middle levels to top management level.
- Following up with candidates, on joining dates and convincing them, if they have any issues such As Compensation review, relocation.
- Interacting with clients over voice call

- Responsible to screen the resumes and schedule interviews for the marketing executive positions.

### **WORKING EXPERIENCE:**

Worked as HR and marketing executive in **HDB Financial Services**. From June-10-2017 to May-13-2018.

### **ROLES & RESPONSIBILITIES:**

- Shortlisting the Resumes.
- Cold calling the Candidates.
- Explaining the HDB Products to the customers via Phone Calls, Mass Mails.
- Using Portals like Monster India, Naukari.

### **ITS SKILLS**

- Programming Knowledge : Manual Testing, SQL (structure query language), C (language) and Tally.
- Operating systems : WINDOWS XP, WINDOWS -98, M.S-Office (Word, Excel and PowerPoint).

### **CO-CURRICULAR& EXTRA CURRICULAR:**

- I participated as an organizer for Business quiz committee in Mohana Mantra 2015, a national level technical fest at Sreevidyanikethan institute of management.

### **ACHIVEMENTS:**

- Hindi pandit certificates (Pradamika, madhyama, rastabhasa)
- Award from CAPGEMINI - DIVERSITY CHAMPION for Outstanding performance and lasting contribution in Talent Acquisition.
- Award from CAPGEMINI - CUSTOMER DELIGHT - for Outstanding performance and Many Joiners.

### **Personal Profile:**

Father's Name : C. Venkatareddy  
 Gender : Female  
 Nationality : Indian  
 Marital status : Married  
 Languages Known : English, Kannada, Telugu, and Hindi  
 Address : H.No, 305, Skyras Lake view Apartments, Sai serenity Layout, Kurudu Sonnehalli.

PLACE: Bangalore,  
DATE:

(YASWANTHI.C)