

CONTACT

Kota Mrudula

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OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

PROFESSIONAL SUMMARY

- Highly qualified Recruiter / Education Counselor working with young adults to develop realistic and financially feasible plans. Adept at developing career plans in tune with the needs of students from a variety of academic backgrounds. Excels in the development of career curriculum and has a proven track record of guiding and mentoring students from the beginning. Highly motivated and results-oriented professional, full-cycle recruiting experience in numerous technical disciplines at all levels

EXPERIENCE

04/2022 - Till date

- **Senior IT Recruiter**  
IVIDTEK
  - Interviewed potential candidates, taking accurate notes to determine suitability for available positions.
  - Negotiated contract details, maintaining confidentiality and impartiality throughout.
  - Used outstanding communication and networking abilities to develop and maintain key industry partnerships.
  - Sourced candidates through social media platforms, validating suitability for available positions.
  - Managed interview process on behalf of clients and candidates, maintaining appropriate confidentiality with both parties. Advertised and managed position listings, organizing interviews with suitable candidates.
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  - Monitored employee performance, delivering feedback and coaching to improve skills sets.
  - Worked with wider HR team to advise managers on candidate pay rates, training and career progression.
  - Reduced average recruiting time through efficient streamlining of processes and identifying opportunities for continuous growth.
  - Used candidate databases to match right person to client role requirements. Informed candidates about both positive or negative interview results. Offered excellent customer care to client to increase chances of future collaboration.
  - Prepared CVs and correspondence to forward to clients regarding suitable applicants.
  - Headhunted candidates by identifying and approaching targeted individuals to client specifications.

02/2021 - 03/2022

- **IT Recruiter**  
CoreglobalIT
  - Design and implement an overall recruiting strategy Develop and update job descriptions and job specifications
  - Perform job and task analysis to document job requirements and objectives Prepare recruitment materials and post jobs to appropriate job boards/Social Media
  - Source and recruit candidates by using databases, social media, etc
  - Screen candidate's resume and job applications
  - Conduct interviews using various reliable recruiting and selection

tools/methods to filter candidates within the schedule Assess applicants?  
relevant knowledge, skills, soft skills, experience, and aptitudes

- Onboard new employees to become fully integrated
- Provide analytical and well-documented recruiting reports to the rest of the team
- Act as a point of contact and build influential candidate relationships during the selection process
- Promote the company's reputation as the best place to work

02/2018 - 12/2020

• **IT Recruiter**

Talent Hires

- Responsible for sourcing, screening, coordinating interviews, follow up's, offers, onboarding, status reporting, and closing the deals for the company
- Expert in creating search strings and searching the suitable candidates using leading job sites like Monster, Dice, Career Builder, and database Source and hire candidates through various channels with appropriate qualifications and necessary references
- Posting jobs over the job portals
- Pre-screened the candidates for their technical and communication skills and coordinated interviews for them
- Learned quickly and adapted easily to changing work environments Maintain a database of prospective candidates
- Collaborate with the manager for prospective candidates Excellent experience in recruiting and hiring processes
- Negotiate offer of employment on behalf of prospective employers
- Maintain regular relationships with prospective employers and candidates Understanding client recruitment needs and meeting their requirements with good response time.
- Worked with hiring managers at various clinics to determine staffing needs. Maintained current calendar of job fairs and employment opportunities in each state.
- Maintained accurate candidate tracking system.
- Organised all monthly and quarterly reviews for all associates.

01/2016 - 01/2018

• **Career Guidance Counsellor**

Jupiter Technologies

- Develop career services programs that will help students in exploring and planning career options
- Work with students on their needs for career development Conduct training, workshops, lectures, presentations, and other events to develop career planning and employability skills for students
- Develop positive working relationships with faculty, administration, and co-workers to achieve desired goals
- Coordinate with academic advisors to help students in making career choices based on their academic majors
- Research and analyze current employment trends in various industries
- Maintain regular contacts with potential employers for new job opportunities Educate students on resume building, interview skills, and professionalism
- Conducted mock interviews and job search workshops for students
- Conduct career awareness events and job fairs for students Execute outreach programs to promote career services among students
- Maintain a database of student academic and employment records
- Coordinating Incoming and outgoing calls.
- Found jobs for various clients per month by creating excellent, valuable and personalized resumes.
- Conducted evaluations for career and training programmes, amending appropriately to suit individual strengths and weaknesses.
- Coordinated successful career fairs for clients, managing elements for recruiting companies

## EDUCATION

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2016

- **Kakatiya Womens Degree college**  
B.Sc

## SKILLS

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- A good team player with excellent interpersonal and communication skills. Problem solving Active listening Time management LinkedIn Sourcing Terms Negotiation Interviewing techniques Applicant tracking File and records management Pre-employment screening

## LANGUAGES

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- Telugu
- Hindi
- English



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