**RESUME**

Naga Divya Jalla

Email: jallanagadivya6@gmail.com

Phone: +44 7459614875

**Objective:**

#### Work in an organization which can provide me with a dynamic work sphere where I can utilize my skills as a professional and enthusiasm to learn new things and develop my aptitude to further the organization’s objectives and also attain my career targets in the progress.

**Academic Profile:**

MBA 2016 passed out from college of PRR Institute of Management Science with an aggregate of 72%

Completed BE in CSE passed out college of Kodaikanal Institute of Technology from ANNA UNIVERSITY, KodaiKanal with an aggregate of 73%.

**Work Experience:**

Company name: Astute Solution Pvt ltd

Experience: July 2nd 2016 to September 29th 2017

Role: IT Recruiter

Company name: SFJ BS, Bangalore

Experience: October 4th 2017

Role: Sourcing Specialist

**Key Responsibilities Handled:**

* A company oriented professional with experience in recruiting and Staffing people
* Efficient in interviewing and assessing the people and recruiting according to the company policy.
* Expert in Proficient in giving valuable decision and taking the feedback from the employees.
* Involve in connecting with the candidates through Naukri, Linkedin, facebook etc.,
* Screening Candidates profile and task analysis to document job requirements and objectives. Assess applicants and conduct interviews using various reliable personnel selection tools/methods to filter candidates within schedule.
* Onboard new employees in order to become fully integrated.
* Provide analytical and well documented reports to the rest of the team.
* Act as a point of contact and build influential candidate relationships during the selection process.
* Meeting the queries and convincing the candidates to take up the licensing process and hand hold the licensing process.

**Computer knowledge**

1 .Expert in basic use of computer

2. Internet savvy

**Interpersonal Skills:**

1. Innovative in assessing the qualities of people.

2. Efficient in communicating well in written and verbal both.

3. The ability to motivate people.

**Personal Profile:**

## Name : Naga Divya Jalla

## Father’s Name : Venkatesh Jalla

## Date of Birth : 02/01/1991

Blood Group : B+

## Nationality : Indian

## Gender : Female

## Current Address : 16, Bryers Court,

## Central Way,

## Warrington,

## WA2 7TJ

**Declaration:**

I here by declared that the above mentioned information is true to the best of my knowledge.

Place: Warrington

Date:

(Naga Divya Jalla)