**NameCH.Parameswari**

**Email:**parameswari.chaparala@outlook.com **Phone:** (M) +8019380195

**Objective**:

Seeking a challenging and rewarding opportunity which would help me to utilize my academic background that assists me to gain experience, employee my excellent interpersonal skills and enable me to make a positive contribution in the field .

**Experience**: Having total around 2 Years of experience in IT Recruitment

**Organization Name –Hiperio Systems**

**Designation**: IT Recruiter.

**PROFESSIONAL SUMMARY**

* Have experience in Human Resource Arena and have acquired knowledge in the areas like Recruitment & Selection, IT Recruitment, SAP Recruitment, Induction, Employee Relations, Resource Management, and Organization Development.
* Self motivated and goal-oriented individual coupled with good communication skills, high degree of flexibility, resourcefulness, commitment and optimism
* Possess strong written, oral and interpersonal communication skills that are required to interact with candidates, define opportunity, resolve issues, and present recommendations.
* Good team skills - ability to motivate, mentor and work with team to achieve organizational goals.

**Designation: IT Recruiter**

**RESPONSIBILITIES:**

* Working for Contract Hiring (KPIT Cummins, Wipro InfoTech, Optimal Solution, Fujitsu India, NTT DATA).
* Handling the entire event of recruitment activities like CV Searching, Candidates Scheduling, Interview Lineup, Tracking Offers, Speed up joining formalities of candidate and regular interaction post joining.
* Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for both internal and external recruitment requirement.
* Short-listing candidates that suit the given profile from various sources.
* Sourcing Candidates through job portals, Social Networks and References
* Scheduling Maintaining a systematic and comprehensive database of all candidates
* Worked extensively on walk-ins.
* Rate/Salary negotiations.
* Screening and recruiting on all levels through telephonic interaction as per the requirements
* Performing Preliminary rounds of Interviews for in-depth screening on communication and personal skills
* Follow-up with selected candidates to confirm their DOJ and keep a track of the same.

**Experience**:

**Organization Name: IQuest Management Consultants Pvt Ltd**

**Designation: Technical Recruiter**

**RESPONSIBILITIES:**

* Working for Permanent Positions (Light Information Systems, Ashok Pure Study, Cognologix, Neosys Softwares, NTT DATA).
* Handling the entire event of recruitment activities like CV Searching, Candidates Scheduling, Interview Lineup, Tracking Offers, Speed up joining formalities of candidate and regular interaction post joining.
* Short-listing candidates that suit the given profile from various sources.
* Sourcing Candidates through job portals, Social Networks and References
* Scheduling Maintaining a systematic and comprehensive database of all candidates
* Screening and recruiting on all levels through telephonic interaction as per the requirements
* Follow-up with selected candidates to confirm their DOJ and keep a track of the same

**Education**:

* MBA HR as Major and IT as Minor from Saanvi PG College.
* BCom Computersgraduation from Annie Besant women's college.
* Board of intermediate from I Deal Junior College.
* S.S.C FromV.D Prasad Rao High School.

**IT SKILL SET**:

* Operating System: Windows.
* Software Packages: MS Office

**Personal Profile:**

Husband Name : CH. Naga venkatesh

Date of Birth : 23-11-1987

Languages Known : English, Hindi, Telugu .

Hobbies : Listening to music.