Name : **Laxmi R B**

Email ID : laxmibargali19@gmail.com

Phone : +91 7411118168

**Objective** :

“Dedicated and highly result oriented professional with around 1.6 year experience, Seeking a challenging career organization where I can use my diverse skill , knowledge and effects to add value to the organization and to enhance my career “

**Summary** :

* 1.6year experience in IT Recruitment
* Expertise in full recruiting Life – Cycle for Permanent and Contractual Positions
* Worked on assignments of major companies like , TCS ,Infosys ,Goldman Sachs, Pearson, Cigniti, Thought Focus, just Dial , DXC Technologies , Amdocs , HTC Global Services,IBM.Accenture,Infosys BPM.
* MBA in HR and Marketing

**PROFESSIONAL EXPERINCE** :

Company : Artech Infosystem pvt ltd

Designation : Technical Recruiter

Duration : 23rd May to till now

Company : Tessolve Semiconductor Pvt Ltd

Designation : HR Consultant

Duration : 1st Feb 2022 to 30th April 2022

Company : Minds Solve IT

Designation : IT Recruiter

Duration : 1st July 2017 to 30th Oct ( Training period ) 29th Dec 2017 to 10th May 2018

**Roles and Responsibilities** :

* Involved in full recruitment life cycle from obtaining the job opening , research the opening , sourcing the candidates profile, pre-screening , performing the telephonic interview with candidates to analyze their skill sets,
* Sourcing the candidates profiles using various job portals Like Naukri, Indeed and LinkedIN
* Coordination between the client and candidates for interview scheduling , collecting feedback and executing joining formalities , and on boarding,
* Maintaining daily and Weekly Submission reports and submitting it to the Manager,
* Uploading day to day submission in Otocatalyst And Updating the Candidates details.
* Salary Negotiations,
* Follow up and ensuring joining of candidates

**Technologies Handled:**

* Automation Testing (Selenium and QTP).
* ETL Testing.
* Manual Testing.
* UI Developer (Android and SIOS).
* .Net Developer (MVC, and WCF).
* Front End / UI Developer.
* Full Stack Developer.
* Recruiter.
* HR Coordinator.
* Relationship Manager.
* Customer Support Executive.

**ACADEMIC PROFILE**:

* **APPA INSTITUTE OF MBA** 
  + MASTER OF BUSINESS & ADMINSTRATION IN (HR & MARKETING) YEAR OF PASSING : 2018
  + PERCENTAGE: 68%
* **V.G WOMENS COLLEGE OF BBM** 
  + BACHELOR OF BUSINESS & MANAGEMENT YEAR OF PASSING : 2015
  + PERCENTAGE: 88%
* **GODUTAI PU COLLEGE OF SCIENCE & COMMERCE** 
  + PRE UNIVERSITY COURSE (PUC) YEAR OF PASSING : 2012
  + PERCENTAGE:55%
* **CHANNAMALLESHWAR HIGHER PRIMARY SCHOOL** 
  + SSLC YEAR OF PASSING : 2009
  + PERCENTAGE : 73%

**Roles And Responsibilities** :

* Identification of job Analysis Purpose
* Identifying People Who will conduct job analysis
* How to conduct job analysis
* Preparation job analysis process
* Data Collection
* Documentation Verification and Review
* Developing Job Description and Specification

**STRENGHTS**:

I can accept multiple responsibilities and I always look forward for results

Adaptability to change, take initiative to improve process also a great team player

Time Management and Project Management Skills

**Hobbies**:

Cooking

Listening to Music

**Personal Details**:

Name : Laxmi R B

Father’s Name : Revansiddappa B

Date of Birth : 19th Oct 1993

Address : Plot No 53-54 Swami Vivekananda Nagar

Near Millennium School opposite Kaleshwar Temple

Kalaburagi - 585101