**MADIREDDY TEJASWINI**

Address: W/o K. JOY MARIYADAS,

Flat No:G4, Lakshmi Nivas, Sardar Patel Nagar

Nixampeta X Roads

Mobile: 8074013489

Mail.id:mdtejaswini90@gmail.com

**Profile Summary :**

* I have **1.8 Years** of extensive hands on experience in Human Resource IT Recruitments with IT Services and Product Based Companies.
* I have worked as Human Resource IT Recruiter at Amedha Info Systems..
* Hiring for Multiple IT Profiles (Java Developers, Android, Quality Analyst (Manual/Automation Testing), Business Analyst, Developer, Angular JS, Angular, Python Developer, PHP, Devops, Salesforce, AWS, Azure, Sales Force, Automation Testing, Oracle.)
* Responsible to understand and analyst the requirements in different domain categories.
* Sourcing and Screening Relevant candidates through various mechanisms.
* Expertise in using Job Portals – Naukri.com, indeed, Monster, Times job, Shine, Hirist.com etc.) Employee Referrals, Social Media (LinkedIn/what’s app).
* Keeping Track of Responses & Short-listing Profiles
* Handled all the IT Technologies involving combination of complex skill sets and rare technologies.
* Recruiting processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
* Block calendar of Hiring Managers, Follow up, Collecting feedback post interviews.
* Extensive experience of Internet Recruiting for candidates and industry leads, pre- screening to quality potential candidates.
* Understanding the client’s requirements, coordinating for short listing and screening including preliminary interview of the candidates.
* Having experience in performing needs analysis, requirements, consulting on sourcing strategies, recruiting, screening, scheduling interviews, reference checking, negotiating, making offers, creating contracts and closing candidates that can help actualize corporate missions etc

**Work Experience**

* Working as Domestic IT Recruiter in Amedha Info Systems till date .

**Education**

* M.B.A at ADITYA PG College, JNTU University.
* B.Com at Arts College, Rajahmundry, Andhra University.
* Intermediate in Pragathi Junior College at Rajahmundry, Board of Intermediate Education.
* S.S.C in S.K.V.T. EM School, State Board of Secondary Education.

**Technical Skills**

**Operating system:** Windows XP, Windows 7/8/9/10

**Package:** MS-Word, Excel and Power Point

**Strengths**

* Positive attitude
* Good leaner and listener

**Personal details**

Father’s name :

Date of birth :

Gender :

Marital status :

M. SURYA BHASKAR RAO

13-04-1990

Female

Married

Nationality : Indian

Languages known : English &Telugu

**Declaration**

I am here by certifying that all the above information provided is true to the best of my knowledge.

Name: MADIREDDY TEJASWINI