**Mrs. Chaitanya Boddapati**

**Mobile**: +91-9160839547.

**Email:** boddapati.chaitanya@gmail.com

**Summary:**

* Having **6** years of experience in **IT- Recruitment (Domestic) as a Talent Acquisition Executive.**
* Having 2 Years of experience in HR Admin (Parallelly worked as a recruiter). Known for ability to multitask and work on different areas at the same time.
* Understanding the Client's Requirement for each Job Opening (Job description, Offered Salary, Key Skills, Technical Skills, and Communication Skills).
* Having experience in consulting on sourcing strategies, Recruiting, screening, scheduling interviews, and negotiating.
* Effectively recruited candidates through Internet research, internal database, Job Portals, referrals, and other strategies.
* Source the exact profile and handling **end-to-end Process**.
* Hands on experience with ATS tools like IBM BrassRing, BizX, Workable.
* Expertise in dealing with various levels of candidates right from junior through mid-level, senior level.
* Good negotiating skills.
* Good analytical and problem-solving skills.

**Professional Experience**

**Organization: Infinite Computer Solutions, Hyderabad Jan-2022- till date**

**Role: Executive – INDIA TAG**

* Involved in Full Cycle Technical Recruitment involving sourcing, identifying, interviewing, screening, and placing.
* Handling recruitment activities, Cross cultural experience in all aspects of Technical Recruitment, Client Delivery, Account Management, Vendor Management, Resource Management, Team Management.
* Coordinating directly with the BU Heads, VP’s and Involved in Leadership calls reporting regarding all the open requirements Status.
* Working on Super Niche Requirements and closing the requirements in time
* Hands on Experience on ATS tool IBM BrassRing, BizX
* Conducting Weekend drives to cater to the urgency of the positions and close the business requirements.
* Achieve closure targets on a month-to-month basis.

**Organization: West Agile Labs, Hyderabad**  **Sep 2021 – Dec 2021.**

**Role: Executive – Talent Acquisition**

**RESPONSIBILITIES:**

* Involved in Full Cycle Technical Recruitment involving sourcing, identifying, interviewing, screening, and placing.
* Handling recruitment for across locations in India. Involved in permanent staffing.
* Screening the profiles, short-listing & selecting the candidates in preliminary rounds.
* Identifying the potential candidates through various sources like references, Naukri, LinkedIn, internal database.
* Tracking candidate status on a daily basis.
* Hands on Experience on ATS tool Workable
* Follow up with the candidates and ensure the positions are closed in time.
* Negotiate & convince the candidates to accept the offer & join at the earliest.

**Organization: Siyaton Global Solutions, Hyderabad Sep 2016 – Mar 2021.**

**Role: Sr. HR Executive**

**RESPONSIBILITIES:**

**RECRUITMENT:**

* Involved in full recruiting life cycle & end to end recruitment.
* Interacting with Clients for Requirements and work End-to-End.
* Regularly called upon to troubleshoot difficult positions and source, identify, attract, secure and close hard to find candidates.
* Prescreen candidates with detailed phone screens, evaluating candidates’ compatibility with specific job requirements, ensuring a right fit prior to submission to stakeholders.
* Formatting the resume of the consultant in a professional way before submitting.
* Planning and structuring of job advertisements on job portals.
* Well versed with Job Portals (Naukri & Monster)

**ADMIN Activities:**

* Taking care of Joining Formalities of the new employee.
* Giving a brief description of the policies followed by the company.
* Properly filling in relevant documents of the new joiner as required.
* Updating internal databases with new hire information
* Respond to employees’ questions about benefits.
* Taking care of PF & ESI of new Joiners
* Maintaining all employee documents in database
* Taking care of bank accounts of new employees
* Rechecking all the bank cheques issued and maintain a record for cheques issued.
* Assist payroll department by providing relevant employee information (e.g., leaves of absence, sick days, and work schedules)

**ATTENDANCE MANAGEMENT:**

* Keeping a track of the attendance of the employees across three Offices (Bangalore/ Pune / Hyderabad)
* Filling the leave forms and keeping track of leaves taken.
* Submitting the monthly attendance report to Accounts manager.
* Keeping Track of relieved resources.

**EDUCATION**

**B. Tech** from **Kakinada Institute of Engineering & Technology for Women (JNTU)**, Kakinada, AP.

Pursuing **MBA** from **Osmania University**, Hyd.

**Personal Detail**

Father’s Name : S R C Murthy

Husband’s Name : D V V Srikanth

Gender : Female

Marital Status : Married

Address : Kukatpally, Hyderabad

**(Chaitanya)**