**Spandana Marapelli**

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**Summary:**

* Performance driven Recruiter with over 7.5 years that includes Full life cycle recruiting for domestic recruiting.
* Sourcing from (Database, Job portals, head hunting, references, etc) Recruit (relocation, salary

negotiations, ability to adapt new environments, skills matching, Submission, Interview follow ups).

* Worked on Application Tracking system tools.
* Negotiations with the candidates & successfully closing the position.

**Qualification:**

* Master of Business Administration (M.B.A.) in HR and Marketing from DVR PGIMS
* Bachelor of Technology (B.Tech) in CSE from G.Narayanamma Institute of technology and sciences

**Experience:**

**Apps Associates as Senior Executie - TAG**

**Since May 2022**

* Having Experience in Full Life Cycle of End to End Recruitment
* Sourcing and screening candidate’s resumes and job applications.
* To resource on specific skill through database/ referrals / Portals-(Naukri, Monster,Expertia).
* Talent hunting using social media networks (e.g. LinkedIn). Posting free jobs on Linkedin.
* Preliminary screening of applications based on the JD
* Arranging interviews for shortlisted candidates
* Executing recruitment plans efficiently.
* Regular follow ups with the scheduled and offered candidates ( for acceptance, data of joining) end to end candidate engagement
* Post offer follow up with all the offered candidates
* Have experience working on ORC ATS tool from uploading the candidates till job offer

**SkyBridge Solutions as Senior IT Recruiter**

**Jan 2016 – Apr 2018 and from July 2021 to Feb 2022**

* Having Experience in Full Life Cycle of End to End Recruitment
* To resource on specific skill through database/ referrals / Portals-(Naukri, Monster, Sixth sense)
* Interact with the business heads in getting the requirement through mail and Understanding the requirements, job specifications for respective job opening.
* Worked entire recruitment process in Oracle Taleo from getting approvals of requisition from BU’s till offer approval from my recruiting head.
* Provide recruiting solutions to complex staffing issues. Review and assess resumes and interview applications. Conduct background check of the prospective candidates.
* Worked on SQL BU’s and ERP technologies related postions
* Involved in Resource management such as Managing skill-matrix of all the employees
* Managing forecasts and planning supply in accordance with the demand forecast
* Reports(Shift and Transport Allowance) for the vertical –Release within the next 15 days, Bench resource updates, Releases to bench
* Reports to leadership teams

**Dasaka Software Solutions” and its sister company “Raskey Software Solutions” as Sr.IT Recruiter**

**Oct 2012 to Dec 2015**

* Dasaka was a staffing and services firm with an employees size of 30.
* Having Experience in Full Life Cycle of End to End Recruitment
* Involved in working on Vendor’s and in-house requirements.
* Sourcing, Screening & Validation of resumes on a variety of skill sets across the multiple

domains through Job portals, References & Networking

* Identify suitable candidates for the requirement. Sourcing the resumes as per requirement.
* Make sure that the candidate is willing to relocate if needed.
* Scheduling interviews by coordinating with both the Clients and the candidate and Giving feedback to the candidate on time.
* Follow up with the candidate till he/she joins the company.

**Stryde Consulting Services as Sr. Consultant - IT**

**Jul 2011 to Jul 2012**

* Been part of the staffing firm, taking care of IT vertical
* Worked on various IT related requisitions which were all vendor managed services
* Got an opportunity to learn and source through job boards and social media.
* Involved in sourcing, screening and submitting the profiles to the client.
* Scheduling interviews upon clients availability.

**Achievement:**

• Has been awarded and rewarded as “Best Employee Initiative” for Excellent Performance at “Dasaka Software Solutions” in Feb 2013.

• Has awarded as “Best Performer” for closing positions at Quick turnaround time at SkyBridge Solutions in Jan 2018.

**Computer Proficiency:**

MS Office – Word, Excel, Power Point, Internet, E-mail operations.

Signature

[ Spandana]