**EXPERIENCE SUMMARY**

* 7+ yrs. of end-to-end recruiting experience in IT Permanent and Contract, Contract to Hire in Domestic Operations.
* Managing Various Job sites (Naukri.com, Monster.com), posting of jobs and extensively utilized various Recruiting sources such as Networking, Employee referrals, Personal referrals.
* Conducting initial screening of profiles according to client's requirement.
* Screening Profiles of candidates, rating and filtering the individuals Including academic qualifications, skills, and communication skills.
* Involved in internal recruitment process initial screening.

**ACADEMIC QUALIFICATIONS:**

M.B.A (HR and Marketing) from S.V University, Tirupati -2009

**TECHNICAL SKILLS:**

* Knowledge of basic operating systems like Microsoft Outlook, Word, PowerPoint, Excel and the internet.
* Familiar with software operating systems like HTML and Windows XP

**PROFESSIONAL EXPERIENCE:**

**Senior Recruitment Associate at People Strong Technologies (Client Wipro) from Mar 2021 to 23rd March 2023.**

**Roles and Responsibilities:**

• Responsible for end-to-end recruitment (Source to hire)

• Well versed in the internal ATS as well as various Job Portals.

• Source through job portal (Naukri, Monster, LinkedIn) and screening the profiles.

• Scheduling and coordinating the interviews with respective panels.

• Responsible for technical hiring

• Salary Negotiation

• On-boarding the selected candidates using company (Wipro) on-boarding portal.

• Internal/External Stakeholder Management and customer satisfaction.

• Candidate and Customer success Management

• Maintain the dashboards and send periodical reports.

**Sr. It recruiter at Subhashini software solutions Pvt Ltd Hyderabad Feb 2018 to Feb 2019**

**Client: Infosys**

**IT Recruiter at Clean Tech Ventures Pvt Ltd. (Indian Arm of Red Salsa Technologies) Hyderabad Apr’15 to Oct 2017**

**Roles and Responsibilities:**

* Involved in both internal and domestic IT recruitment process of Red Salsa Technologies
* Responsible for end-to-end recruitment process: Sourcing, shortlisting and on boarding candidates.
* Sourcing profiles with the help of various Job Portals, friends, and references and validating them on their experience.
* Screening and short-listing the resumes based on specific criteria, skills, platforms, qualifications & relevant experience.
* Scheduling and conducting Preliminary Round Interview of Candidates (Telephonic).
* Follow up with the candidates.
* Interacting with Clients for Requirements, Feed backs and follow ups
* Uploading profiles in RSMS (HRMS) Tracker

**CLIENTS: Infinite Computers, Xerox Business services indiapvt ltd, AXA Technologies, Adobe Systems India Pvt,Ltd, Affluent global services (Microsoft), Aktrix Technologies, UHG**

**IT Recruiter at Sri Upasana Management Consultancy Pvt, Ltd., Bangalore Mar’13 to Feb’15**

**Roles and Responsibilities as a TEAM MEMBER:**

* Hiring across levels and technologies for IT Permanent ,Contract, Contract to hire requirements
* **Understanding the Client requirement** –Experience, Qualification, Skills and Technologies needed.
* **Sourcing quality profiles** - From the Job Portals (Monster, Naukri, and Times jobs etc.), Internal Database, Employee References, and Mass Mailing etc.
* **Screening and Short**-**listing** profiles as per requirements at the initial level.
* **Candidate interaction** - Making cold calls, transfer of information, briefing the candidates about the job profile, salary package, organization, etc., motivating the candidate to make an attempt, maintaining a personal relation.
* **Initial screening of the candidates** - Communication check, Collecting details like relevant experience, current and expected compensation, education, notice period in the current organization.
* **Pre-offer follow up -** Scheduling interviews, getting feedback from Candidate after the interview.
* **Post-offer follow up** - Regular follow-up with the offered candidates, judge candidate's interest and motivate till joining.
* Building relationship for reference.
* Creating an MIS and maintaining Tracker.
* **Documents Check -** Checking documents provided by Candidate After completion of Interview Process

**Client:IBM**

**Skills worked:**

|  |  |
| --- | --- |
| Middleware Technologies | * WebSphere Application Server, WebSphere Portal Server, WebSphere Process Server, MQ Series & WebSphere Message Broker ,Web logic |
| ERP | * SAP :Technical, Functional & Admin   Oracle Apps : Technical, Functional  PeopleSoft: Technical, Functional |
| Microsoft Technologies | * ASP.NET, VB.Net, C#.Net, ADO.NET, WCF, WPF, MVC, MS Dynamics CRM, SharePoint, Axapta, BizTalk |
| Java Technologies | * Java, J2ee, JSP, Servlets, EJB, Struts, Web logic, JDBC, spring, Hibernate, Web services, XML, Web sphere, Tomcat. |
| Mainframes | * COBOL, CICS, DB2,JCL, AS400/iSeries |
| Infrastructure | * Systems Administrators: Windows, DHCP, DNS, Active Directory, Linux (Red Hat), UNIX (HP-UX, Solaris, And AIX)VMware, Citrix |
| Testing | * Manual, Automation, Performance Testing, Load runner, Gray Box Testing (Black box & White box) , SAP Testing, ETL Testing, EDI Testing, Selenium Testing |
| Storage | * SAN,EMC, HP, NetApp, NetBackup, Tivoli |
| Date warehousing | * Cognos, Data Stage, Informatica, Ab-Initio,Teradata |
| Database/DBA | * Oracle, MS SQLServer, MySQL, MS-Access, IBM DB2 |
| Networking | * LAN/WAN, Application Security Specialist, Information Security Specialist, Network Admin |
| Mobile app Technologies | * Android, IOS |
| Web Technologies | * ROR, HTML 5, CSS3, JavaScript, Ajax, PHP, jQuery, Angular JS, Knockout JS, Bootstrap. |

**Pravah Laboratories Pvt Ltd, Hyderabad  
Industry : Drug Manufacturing Company  
Location : Hyderabad  
Duration : Dec 2010 to July2012  
Role : Admin Executive.**