**Hareesha Nakka**

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**LinkedIn:** [Hareesha Hari | LinkedIn](https://www.linkedin.com/in/hareesha-hari-38a671176/)

**SUMMARY**

* Actively looking for a long-term Career and wanted to enhance my skills.
* I worked as a Technical recruiter, where I adept at assessing and anticipating skills to find the right staff placements. Specialize in building, maintaining and managing talent.
* I am a result-oriented professional with excellent experience in recruiting field involving sourcing, screening, short listing and on boarding personnel in quick turn-around time in contract, contract to hire and permanent positions with multiple technologies.

**EXPERIENCE**

**Organization : Andor Tech**

**Location : Spaces and more, Lumbani Avenue Gachibowli, Hyderabad**

**Duration : 2023 to till date**

**Designation : Technical Recruiter (Domestic Recruiter)**

**Maternity break: April 2022 to 2023**

**Organization : Deloitte/ Sourceone Management(Payroll)**

**Location : Meenakshi Towers, Gachibowli, Hyderabad**

**Duration : March 2021 to March 2022**

**Designation : Sourcing Specialist / Technical Recruiter (Domestic Recruiter)**

**Organization : Kaizen Technologies**

**Location : Srinagar Colony, Hyderabad**

**Duration : March 2020 to February 2021**

**Designation : Technical Recruiter (Domestic)**

**Organization : SYSTEL TECHNOLOGY SERVICES PRIVATE LIMITED**

**Location : Madhapur, Hyderabad**

**Duration : November 2018 till February 2020**

**Designation : Talent Acquisition Specialist**

**Sourced on : Cloud (AWS, Azure, DevOps, GCP), Java, Mulesoft, Dellboomi, Migration, .Net, QA, Data Analyst, Data Scientist, Cloud Strategy, VMWare, C/C++, Oracle, SQL, etc**

* Experience in using popular Job boards like Naukri, Monster, Linkedin etc;
* Analyzing the requirement and sourcing the resumes from different portals, groups, and referrals Screening the profiles according to the market demand.
* Communication skills and relocation constraints. Sourcing, Searching, identifying consultants using job boards like Naukri, Monster, Linkedin and Internal Database.
* Worked closely with CRM Team and had experience in mass Hiring.
* Experience in hiring freshers.
* Doing the first level of calling.
* Strong in Boolean Search strings to find the right candidates and short listing the candidates.
* Finding the availability of the consultant to discuss and shortlist them for the next level of call.
* Forwarding the suitable profiles to the CRM Team.
* Updating daily submission on SharePoint (SP), RMS.
* Getting the confirmation from the consultant and employer through E-Mails and calls.
* Doing a follow up with the consultant if he gets any interview schedule or for the process assistance.
* Sound knowledge of recruitment and interviewing procedures.
* Proficient in the using MS Office programs and maintaining up to date DATA.
* Ability to develop and implement effective recruiting methods
* Proven ability with recruiting experienced consultants and explaining them with procedure of the hiring and recruiting process.
* Maintaining day to day updates and following up with the consultant for their availability and interest.
* Co-ordinating with the Team members and having a healthy work atmosphere.
* Updating the day to day list of consultants and shortlisted consultants to the Manager.

**Organization : INSTITUTE OF LANGUAGE MANAGEMENT – ILM**

**Location : Bangalore & Kerala**

**Duration : June 2017 to October 2018**

**Designation : Communicative Trainer cum Faculty**

* Teaching English and Communication Skills for the kids with lot of Fun filled activities.
* Guiding and monitoring the students on their Communication Skills.
* Most of the classes use to be outdoor and held many activities for the students.
* Helping them in the Confidently speaking on the Stage, classrooms, public etc.
* Delivers learning-centered instruction by establishing a classroom environment conducive to learning and student involvement as well as effectively planning and preparing for classes and student success
* Promotes student success by showing flexibility in style and work schedule as well as exhibiting a passion for teaching and students and engaging students in the learning process
* Contributes to a learning culture by participating on curriculum and system task forces, supporting local campus events such as orientation and graduation, and participating in various other workshops
* At least one (1) hour of class time instruction per session, per day.
* Provide syllabi for all students, staff, and administrators
* Provide well planned and organized instructions
* Excellent verbal and written communication skills including the ability to build successful relationships with student populations
* Ability to work effectively under pressure and to meet frequently occurring deadlines
* Ability to respond positively to a changing environment
* Performance-driven enthusiastic team player with excellent communication

**TECHNICAL SKILLS**

* Computer based skills (i.e., Internet browsing, working on job portals, and report writing skills)
* Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint)
* Java - Entry level
* C – Intermediate

**EDUCATION**

**NRIIT COLLEGE, VISIDALA, GUNTUR, B Tech 2013 – 2017**

* Completed B-Tech-ECE (Electronics and Communication Engineering) in the year 2017 with 69%.

**SRI CHAITANYA Intermediate 2011 – 2013**

* Completed M.P.C (Mathematics, Physics & Chemistry) in the year 2013 with 90%.

**OXFORD IIT FOUNDATIONS Secondary Education 2010 – 2011**

* Completed Secondary Education in the year 2011 with 86%.

**PERSONAL DETAILS**

**Date of Birth :** 20th Sep 1995

**Gender :** Female

**Languages Known :** English, Hindi, Telugu

**Nationality :** Indian

**Strengths :** Positive, Self-Motivated, Initiative

**Interests :** Music, Travelling, Petting Animals and Watching Cartoons Programs

**DECLARATION**

I hereby declare the above information is true as per my knowledge.

**Place: Hyderabad**

**Date:**

**Yours Sincerely,**

**HAREESHA N**