**JEMIMA DASARI**

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**Summary:**

* Sr Talent Acquisition professional (Technical Recruiter) with 6.4 years of experience in End to End recruitment. Extensive experience in souring, screening, Interviewing, Scheduling, HR discussion, background verification & onboarding.
* Known for excellent skill in sourcing and screening resumes from the job portals like - Naukri, Monster, Shine, Indeed, Dice and getting the right candidates at the right time.
* Known for end to end recruitment like posting the jobs in Job sites, screening the resumes, calling the candidates, scheduling the interviews, coordinating all the levels of interviews, if selected sending the offer intent, collecting all the documents and releasing the offer letter.
* Proficient in social media recruitment like Facebook, WhatsApp groups, Twitter, LinkedIn Recruiter, Google (X-Ray/ X Ray Search). Using them for elaborating the search to reach the right candidate. Proficient in searching candidates with Boolean search
* Proficient in using software like Bullhorn ATS, ResumeFox and Agile1 as a staffing tool. Knowledge on GitHub. Proficient in using communication tools like Email, Outlook, Work chat, Video conferencing.
* Updating myself about emerging technologies, industry trends, salary benchmark, Job market dynamics.
* Post-graduation in MBA (Human Resources & Marketing – dual specialization)

**Career Objective:**

To be involved in work where I can utilize skill and creatively involved with system that effectively contributes to individual growth and the growth of organization.

**Professional History:**

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| **S.No** | **Company** | **Duration** | **Designation** |
| 1 | ValueLabs | July 2020 to Aug 2023  Nov 2019 to April 2020 | Sr Executive - HR |
| 2 | C-Tel Infosystems Pvt Ltd | Mar 2019 to Aug 2019 | Technical Recruiter |
| 3 | Prudent Technologies | Apr 2017 to Mar 2019 | IT Recruiter |
| 4 | Smollan India Pvt Ltd | Jul 2016 to Oct 2016 | Trainee |

**Education**

* Master of Business Administration (MBA - HR) in College-Don Bosco Institute Of Bio-Sciences and Management Studies, Bangalore in 2016
* B-Tech (ECE) in CMRCET, JNTU, Hyderabad in 2014

**Technical skills and knowledge:**

* CRM Software : Bullhorn (ATS), Agile1 tool, Zip Recruiter, ResumeFox (ATS)
* Job portals : Naukri, LinkedIn Recruiter, Monster, Shine, Google, Indeed, Dice.
* Application Tools : MS OFFICE (Outlook, Word, Excel, Notepad etc.)
* Operating System : Microsoft 7, 8, 10, 11.
* TA Skills : Vendor Management/Stakeholder management/Outsourcing

: Sourcing, screening, market research, Boolean search,

Networking, onboarding, bgv (background verification), End-to-end Recruitment

**Achievements:**

* Successfully completed Hirist.com Tech Recruiter Certification program
* Won **Star** award thrice in the team and excellent history in closing the positions according to business requirements.

**Professional Experience:**

**Employer: ValueLabs, Hyderabad (MNC) July 2020 – Aug 2023**

**Sr Executive – HR (Talent Acquisition Group) Nov 2019 – April 2020**

**Clients : Artemis, Mitchell, MHC Software, Nomiso India, Brady Corp, Intermedia**

**Responsibilities:**

* Manage end to end talent acquisition process, creating and implementing the strategies to close the position on time.
* Utilizing the application tracking system (ATS) and getting the Source and pipeline suitable candidates through wide variety of Channels like internal pool, database, Job portals, professional networking sites and social media.
* Screen, interview and present the qualified candidates to hiring managers and check the first level of feedbacks and strategize the hiring according to need.
* Sharing the innovative solutions to add value, checking the possibilities, understanding client expectations and streamlining the process for the client.
* End to End recruitment starting from getting the job description from (ATS)Project managers, sourcing the resumes from various job portals, screening the resumes, calling the candidates.
* Taking the first level of interview and collecting the details regarding the Experience, location, designation, skills, responsibilities, salary, notice period, projects, and domain.
* Scheduling all the levels of interviews and coordinating them till it reaches final level.
* Conducting the HR discussion, negotiating the salary, notice period and collecting all the documents.
* Checking all the documents including Offer letter, Pay slips, Bank Statements, Experience letter, Government ID proofs, and educational documents.
* Collecting the offer letter and sending the soft copy to candidate.
* Excellent track record on internal placements. Checking the candidates on internal pool and if they’re suitable projecting them to different projects and placing them.
* Sending the allocation E-mail to the project manager with all the details of the candidate and allocating the internal candidate from one project to other.
* Maintaining all the sourcing trackers, status reports and database
* Successfully conducted weekend drives and sending the weekly reports

**Employer: C – Tel Infosystems Pvt Ltd, Hyderabad March 2019 – August 2019**

(CMMI Level 3 Company)

**Technical Recruiter/HR Coordinator**

**Clients: Internal Recruitment – C Tel (All branches) and Tora Cabs**

**Responsibilities:**

* Discussing with technical team and finalising the job positions to be filled.
* Writing the job description by including Position, technical skills, roles and responsibilities, Location, Experience, Salary, Notice Period etc.,
* Sourcing the profiles using various job portals like Naukri, Monster, Shine, and Internshala.
* Using social networking sites like Facebook, WhatsApp groups, LinkedIn recruiter to wider the range of the search.
* Reaching the candidate through phone calls, SMS, LinkedIn, Bulk E-mails, Personal E-mails and discussing their interest on the requirement.
* Taking the first round of interview and scheduling the further rounds of interviews with technical team and HR.
* Negotiating and finalising the candidates and sending the offer letters.
* Doing the joining formalities like coordinating, taking the details, introducing the candidate to the team members, giving the joining kit, issuing the ID card, conducting induction programs etc.,
* Talking to the candidates who are on bench, handling employee grievances and doing the exit formalities of the candidates.

**Employer: Prudent Technologies, Hyderabad April 2017 – March 2019**

**IT Recruiter**

**Clients: CBRE, Torchmark Corporation, BNSF, Ferguson Enterprises, HYLA Mobile etc.**

**Responsibilities:**

* Analysing and understanding the job requirement from application tracking system (ATS) Bullhorn and doing a quick research on important skills and qualifications.
* Posting job requirements in all Job sites i.e. Monster, LinkedIn Recruiter, Dice and company website and Sourcing candidates through job portals (Monster, LinkedIn Recruiter Dice networking) Emailing, cold calling, Internet searches and research.
* Screening resumes and preliminary interviewing of candidates to evaluate their credentials whilst doing a comparative analysis with the requirements in order to establish compatibility between the two.
* Understanding the salary requirements of prospective candidates and negotiating compensation so as to maximize profit margins for the company.
* Had client portal access like Agile1 tool, submitting resumes to the client portal, accept or decline interview on the client site.
* Preparing daily, weekly and monthly reports and attending conference call every day.
* Building up the internal database of prospective Candidates based on current and proactive requirements and maintaining them on tear sheets.
* Maintaining a professional rapport with Managed service provider (MSP - agency that manages the contingent worker (temporary staffing) program of client company)
* Vendor management

**Employer: Smollan, Hyderabad July 2016 – Oct 2016**

**Trainee Recruiter**

* Worked on Internal recruitment, Bulk Hiring

**Co-curricular activities:**

* Trained as Lean Six Sigma Green Belt Professional.
* Visited industries such as Coca cola, Karnataka soaps and detergents, Bangalore stock exchange.
* Elected as class representative and Miss Fresher of the batch (MBA) - 2014.
* Winner of Miss MBA DBIBMS 2016 (Bangalore).

**Personal details:**

* Date of birth : 29 Sep 1992
* Languages : English, Hindi and Telugu
* Gender : Female
* Hobbies& Interests : Singing, Painting, Drawing, Photo Editing, Designing.
* Location : Hyderabad

**Declaration:**

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.