D Shilpa

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Work Experience

**Sr. Recruiter**

TekJobs

June 2022 – Till now

As US IT recruiter is in charge of recognizing, screening, interviewing and recruiting candidates in the information technology industry for the US market. I am in charge of developing and putting into action a talent pipeline, which will be used to recruit a large pool of talent. We offer organizations the essential confidence that they need to hire the candidates who are competent and equipped to handle their technological requirements. Have an experience in CEIPAL ATS. Other responsibilities of mine as an IT recruiter includes:

Work together with employers to better understand the key requirements for a position

Filter out prospects and compile a list of the best candidates

Make sure that the potential employees have necessary IT skills to meet client needs

Screen IT experts in a very specialised manner in order to determine their competency

Filter out prospects and compile a list of the best candidates

Remain at the forefront of the most recent market trend

Set up interviews between the employer and the potential candidate

Illustrate the benefits of the company’s pay plan and aid in navigating any negotiations over.

**Sr. Associate Manager – People Success**

Orcapod Consultancy, Hyderabad

Feb 2021 to May 2022

I am experienced in Client Management, working as a POC (Point of Contact). Contacting potential clients to establish rapport and arrange meetings. Working on Contract to Hire.

Planning and overseeing new marketing initiatives. Researching organizations and individuals to find new opportunities. Increasing the value of current customers while attracting new ones. Finding and developing new markets and improving sales. Worked with Us Clients and there requirements.

Handled Multiple Client i.e., AT&T, Infosys, CGI, Cognizant, Sagility Health Care, Concentrix Directly as POC.

**Team Lead**

Managing, consolidating, and growing our client base Negotiating and agreeing on hiring plans with our clients. Running push-and-pull recruitment processes. Managing interviews, assessments, and shortlist selection. Coaching and mentoring junior team members, Assisting with [Company]’s marketing efforts.

Knowledge of all interview, assessment, and selection techniques, agreeing on a recruitment mandate with the organization. Searching for and approaching suitable candidates. Running job ads to attract applicant’s .Managing the interview, assessment, and shortlisting processes. Maintaining a lead database. Excellent written and oral communication skills. As a Team lead it is my responsibility to achieve Team member Individual target and whole Team target with mine as well. Strong decision-making ability .Vast coaching experience. Proven ability to meet deadlines and work under pressure

Worked on Maximum skills like

1. Java
2. AWS (All Cloud Technologies)
3. Palo Alto
4. Vulnerability
5. Pega
6. Sterling Integrator
7. Tibco
8. Clarity
9. Power BI

And etc. Still so many skills I have worked but mention few those are niche on Market.

After the Candidate shortlist, all HR responsibility, BGV and Until the Candidate joins I used to take care of each and everything from client side and candidate as well. So that the process completes smoothly.

**RPO – IBST**

IBST

Nov 2020- Feb 2021

I have worked as a Recruitment process outsourcing (RPO) is a form of, where I transfers all or part of recruitment processes to an external service provider. We can provide its own or may assume the company’s staff, technology, methodologies, and reporting. In all cases, RPO differs greatly from providers such as staffing companies and contingent/ retained search providers in that it assumes ownership of the design and management of the recruitment process and the responsibility of results.

A consulting team works with the company to understand their hiring needs and architect a solution based on it. The RPO team then takes ownership of a part of or the entire recruitment process in generating and qualifying candidates, filling current roles and, possibly, managing the future needs.

Here my client is Virtusa, Tech Mahindra and BOSCH

Skills worked are

QA, BA, JAVA Developer, and etc.….

HR Manager

Adadah India Private Limited July

2018 to October 2019

As a Manager, I am responsible for finding, attracting and hiring new employees to fill open positions and meet company's workforce needs and goals. Managing company staff, including coordinating and supporting the recruitment process.

As a Business Development Manager, Identifies business growth opportunities and develops strategies to increase company sales. Generates new contracts and sales leads to drive sales growth. Initiates project management for new client implementation and directs new sales initiatives. Manage large client relationships.

Have Experience in Oracle Fusion HCM Techno-Functional Consultant & expertise in HCM Modules such as Core HR, Absence Management, Payroll and Time & Labour and have exposure to EBS Modules such as Core HR, Absence Management and Payroll.

On boarding newcomers to the company Determining suitable salaries and remuneration

Providing the necessary support systems for payroll requirements Developing adequate induction and training, Supporting employee opportunities for professional development managing succession planning of staff assisting with the performance management and review

HR Recruiter

**Jiva Digitals**

September 2017 to July 2018

It is a Health Insurance company, there my work is select qualified candidates for a job opening and works to meet the demands of both the employer and the employee

Throughout the hiring process. Attracting and sourcing candidates, pre-screening and presenting qualified job candidates to the hiring manager. Design and update job. Source potential candidates from various online channels (e.g. social media and professional platforms like Stack Overflow and Balance)Craft recruiting emails to attract passive candidates Screen incoming resumes and application forms Interview candidates (via phone, video and in-person)

My job is to overlook the entire human resources department and its staff. The position sits at the top of the hierarchy, have to ensure that all human resources work proceeds smoothly. In addition I am directly responsible for ensuring that HR policies are updated and need to predict when the company needs to launch different hiring processes or alter its human resources management approach.

**Customer Service Executive**

IBM Daksh

July 2010 to June 2011

Customer support executives manage a team of customer support representatives and maintain customer satisfaction. They ensure that the team is adequately trained to promote excellent customer service. Completely free trial, no card required.

Education

Master's in Human Resources in Human Resources (Distance Mode)

University of Rajasthan - Visakhapatnam, Andhra Pradesh April 2018 to April 2020

Skills / IT Skills

Human resources

End to End recruitment

Team Lead

Communication skills

Sourcing on all portals

Human resources management

Ms. Office, c, c++

Payroll

Business Development Manager

Point Of Contact

Talent acquisition

Training & development

Declaration

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge descriptions Source potential candidates from various online channels (e.g. social media and professional platforms like Stack Overflow and Balance) Craft recruiting emails to attract passive candidates Screen incoming resumes and application forms Interview candidates (via phone, video and in-person)