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| **• Contact**     |  |  | | --- | --- | |  | Chandrapur, India 442404 |  |  |  | | --- | --- | |  | 9908366473 |  |  |  | | --- | --- | |  | sharmilab685@gmail.com |     **• Skills**    Technology / skills handled in recruitment: Microsoft Technologies: ASP.Net, VB.Net, C#, MVC, WCF, WPF. Front End Technologies: JavaScript, Ajax, AngularJS, React JS, Node JS, HTML5, CSS3, jQuery, PHP etc. Languages: C, C++. Sun Technologies: Java, J2EE, JSP, Servlet, spring, Hibernate, Web services, Full stack. Testing: Manual, Automation, Selenium, Performance, Functional Testing, Performance Testing, UFT, Pega. |  | |  |  |  | | --- | --- | --- | |  |  | Sharmila **Bandari** |     ****PROFESSIONAL SUMMARY:****  · Having around 3.9 Year experience experienced into Domestic IT recruiter.  · Full life cycle IT staffing recruiting experience with the flexibility and Strong technical recruiting and staffing expertise.  · Proven ability and a tracker record to place the right candidate with the client.  · Expertise in sourcing the right profiles, resume analysis, and screening.  · Involved in End to End Recruitment - sourcing, identifying, and interviewing, screening and On Boarding, personnel in quick turnaround time in contract to hire.  · Having good exposure in Contract Staffing and Permanent Staffing.  · Hands-on experience with various job sites such as Monster, Naukri, LinkedIn.  · Working proficiency with MS office, MS word and Excel software.    **• Work History**     |  |  |  |  | | --- | --- | --- | --- | |  | 2022-11 - 2023-06 |  | **IT Recruiter**  Benvia software (India) Pvt Ltd , hyderabad  ****Roles &Responsibilities:****  · Having good exposure in Contract Staffing and Permanent Staffing.  · Understand the requirement.  · Sourcing CVs through different Job Portals like Naukri, Monster and social networking sites, screening resumes.  · Following up on the interview process status.  · Formatting the candidate profile as per client requirement.  · Maintaining the Trackers & Reports of the Candidates.  · Coordinating in weekday and Weekend Drives  · Documents to be collected from selected candidates for the offer process.  · Closely monitoring candidates for early joining & completing the joining formalities with the Client HR.  · Handling end to end recruitment activities for various IT Requirements. |  |  |  |  |  | | --- | --- | --- | --- | |  | 2021-01 - 2022-03 |  | **IT Recruiter**  Foray Software Pvt Ltd , hyderabad  ****Roles &Responsibilities:****  · Having good exposure in Contract Staffing and Permanent Staffing.  · Understand the requirement.  · Sourcing CVs through different Job Portals like Naukri, Monster and social networking sites, screening resumes.  · Following up on the interview process status.  · Formatting the candidate profile as per client requirement.  · Maintaining the Trackers & Reports of the Candidates.  · Coordinating in weekday and Weekend Drives  · Documents to be collected from selected candidates for the offer process.  · Closely monitoring candidates for early joining & completing the joining formalities with the Client HR.  · Handling end to end recruitment activities for various IT Requirements. |  |  |  |  |  | | --- | --- | --- | --- | |  | 2019-03 - 2020-03 |  | **HR Recruiter**  Business Intelli Solutions Inc , hyderabad  ****Roles &Responsibilities:****  · Understand the requirement.  · Sourcing CV's through different Job Portals like Naukri, Monster and social networking sites, screening resumes.  · Following up on the interview process status.  · Formatting the candidate profile as per client requirement.  · Maintaining the Trackers & Reports of the Candidates.  · Coordinating in weekday and Weekend Drives  · Documents to be collected from selected candidates for the offer process.  · Closely monitoring candidates for early joining & completing the joining formalities with the Client HR.  · Handling end to end recruitment activities for various IT Requirements. |  |  |  |  |  | | --- | --- | --- | --- | |  | 2018-07 - 2019-03 |  | **Jr. IT Recruiter**  Wise link Global Services , hyderabad  ****Roles &Responsibilities:****  · Understand the requirement.  · Sourcing CV's through different Job Portals and social networking sites, screening resumes.  · Following up on the interview process status.  · Formatting the candidate profile as per client requirement.  · Maintaining the Trackers & Reports of the Candidates.  · Coordinating in weekday and Weekend Drives  · Documents to be collected from selected candidates for the offer process.  · Closely monitoring candidates for early joining & completing the joining formalities with the Client HR.  · Handling end to end recruitment activities for various IT Requirements. |  |  |  |  |  | | --- | --- | --- | --- | |  | 2017-08 - 2018-03 |  | **Program Analyst**  E Data Global Services, hyderabad  ****Roles & Responsibilities:****  We are working for preparing the online books for reading purpose using mobile phones, Laptops and Desktops.  · We are changing books PDF format to XML format using the separate tools in our organization.  · Then this file is forward to another team. |     **• Education**     |  |  |  |  | | --- | --- | --- | --- | |  | 2011-08 - 2015-06 |  | **Bachelor of Technology: Computer And Information Sciences**  Mother Taresa Collage of Engineering & Technology - Peddapalli | |

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