**Human Resources Manager**

himasandhyak123@gmail.com

+91 9550 249 476

**Summary**

Skilled Human Resources Manager in Recruitment offering 2+ years of relevant experience in IT HR operations. Strategic leader, decision-maker and problem solver. Communicates clearly and effectively while operating with strong sense of urgency

**Work Experience**

**Human Resources Manager**  
March 2021–Till Date **Middleware Systems Technologies**

**Key Qualifications & Responsibilities**

- Developing and implementing recruiting strategies to attract top IT Clients.

- Sourcing potential candidates through various channels, including job boards, social media, networking events, and employee referrals.

- Screening resumes and applications to identify qualified candidates.

- Conducting phone interviews to assess candidates' technical and soft skills.

- Administering and evaluating technical assessments to determine candidates' proficiency and suitability for specific roles.

- Collaborating with hiring managers and team members to identify job requirements and ensure a smooth recruitment process.

- Negotiating job offers with candidates and ensuring compliance with company policies and regulations.

- Maintaining accurate and up-to-date records of all recruitment activities.

- Leading my team of recruitment staff and giving training to the Junior HR Recruiters.

**Human Resource Executive and Team Lead**  
December 2020 – February 2021 **Thoughtflows Medical coding Academy**

**Key Qualifications & Responsibilities**

- Maintaining the Academy.

- Researching for the students who are having relevant qualification to do course, through various social media platforms like LinkedIn, Facebook, Naukri and Instagram.

- Giving training to the new HR executives and tracking them.

- Giving counselling to the new candidates regarding courses availability

- Contacting and Visiting Medical coding company HRs for Placements

- Visiting colleges for conducting seminars and guest lectures

- Tracking visitors In and Out

- Tracking Existing students data and fulfilling their needs.

- Scheduling online and offline Classes to the students based on the courses they opted by Alloting trainers.

 - Conducting daily basis and weekly basis  Exams to the candidates.

- Conducting Mock interviews to the candidates who completed course to build their confidence.

-  Placing the candidates in MNCs by coordinating interviews with the companies.

**Data Entry Operator**  
August 2020 – November 2020  
**Courses & Seminars Limited**

**Key Qualifications & Responsibilities**

Worked in a Hongkong project as a data Entry Operator for four months, during covid.

**-** Entering customer and account data from source documents within time limits.

- Compiling, verifying accuracy and sorting information to prepare source data for computer entry

- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output

**FOS in Sales**

January 2019 – February 2020

**Quess Corp**

**Key Qualifications & Responsibilities**

- Alloting loans to the individuals who take treatments at the respective hospitals alloted to us.

- Checking the eligibility of the individual based on the criteria.

- Explaining the individual about the schemes we offer and the terms & conditions.

- Collecting the relevant documents from the individuals.

- Processing loans to them.

- Giving training to the new FOS.

- Reporting to the Manager.

- Reaching daily and monthly targets.

**Education**

**Bachelor’s of Technology in Electronics and Communication Engineering**

*Sree Rama Engineering College, JNTUA, Ramireddy Nagar, Karakambadi, AP*

**Graduation:** 2018.

**Intermediate**

*NRI College, Board of Intermediate,Tirupati, AP*

**Completed: 2014**

**SSC**

Sree Saraswathi Vidhyanikethan School, R&R Colony, Tirupati, AP

**Key Skills**

* Employee Selection & Development
* Recruitment & Onboarding
* Organizational Communication
* Developing Training Programs
* SQL SERVER DBA Version 8R2, 12, 14, 16