***Bhavya Sai Vidiyala***

***Mobile no: 9398174618***

***E-mail: vidiyala.bhavya***[***@gmail.com***](mailto:arkklassic@gmail.com)

* 3+ years of extensive experience in IT industry in complete recruiting life cycle with strong focus on recruiting process of domestic market.
* Good in requirement gathering, understanding the requirements, sourcing, Recruiting, Interview & Selection, offer closure, Pre-joining to completing joining formalities, salary negotiations, follow-ups, employee relations, database building.
* Extensive hands on experience in end-to-end Recruitment life cycle; starting from Sourcing, Recruiting, Interview & Selection, offer closure, Pre-joining to completing joining formalities.
* Worked for requirements ranging from vanilla skills to niche technologies across all levels of experiences.

***Professional Experience*:**

***Organization: Affluent Global Services Pvt. Ltd***

***Designation: IT Recruiter – Talent Acquisition***

***Duration: Feb 2018 to till date***

**Client Worked with: Microsoft, Deloitte and Water Health.**

**Responsibilities:**

* Responsible for hiring IT professionals for Technical hiring.
* Analyzing the human resource requirement for the different business units, in co-ordination with the delivery managers.
* Process the approved manpower requisition, by screening and lining up suitable candidates for interview in coordination with project/delivery managers.
* Conducting selection procedure for candidates through different interview techniques.
* Handled recruitments for all level like Senior Management, Middle Management and Lower Management.
* End to End involvement with the process, from sourcing, conducting interviews until candidate’s on-boarding.

***Organization: Day N Day Services Pvt Ltd.***

***Designation: HR Executive***

***Duration: April ’16 – May'17***

***Responsibilities:***

* *Assist and coordinate Lateral Hiring.*
* *Responsible for execution of campus branding activities.*
* *Conduct various programs at work location and in colleges to educate the students and faculties as per business and market expectation*
* *Analyze the requirement for engagement activities and health activities based on the surveys, feedbacks, incidents reported.*
* *Analysis of data and make necessary decision making*
* *Planning, organizing and implementing the activities, viz. Health Checkup & Safety camps, Health & Safety awareness sessions, mailer campaigns, etc.*
* *Organize Hobby workshops, events and activities for employees.*
* *Core member of FUN CHAMPS to create fun at work.*
* *Engage employees through different activities to increase emp. satisfaction.*
* *Planning, organizing and executing large events and weekly fun activities at work*
* *Establishing Cuisine & Transport committees for successful operations. Creating MOM’s, following with respective department for closure of any perennial issues at workplace.*
* *Vendor management for events and any other procurement.*
* *HR Server management*
* *Liaison with Govt. and external bodies viz. police, hospitals, medical assist.*
* *Responsible in handling Compliance like Data Leakages, Prevention of Sexual Harassment cases and Acceptance Usage Policies, etc.*
* *Deployed at Cognizant Technologies Solutions Pvt Ltd, as HR Executive*

***Organization: Merit Trac Services Pvt. Ltd., Hyd.***

***Designation: HR Coordinator***

***Duration: August’14 – April’16***

***Responsibilities;***

***Recruitment:***

* *Handling end to end recruitment activities for Lateral Drives, Campus Drives and Off-Campus Drives at Client locations.*
* *Clients handled: Cognizant, Infosys, Accenture etc..*
* *Handling a Team of 10-15 Members Conducting the Written Test and get technical evaluation done by panel of shortlisted candidates.*
* *Collecting the Required Documents and Verifying the Documents before HR Discussion.*
* *Informing the Feedback to the Candidates.*
* *Preparation Report Relating to interviews and other activities.*

***On Boarding:***

* *Co-ordinate and assist on-boarding program.*
* *Helping the Candidate to understand the Company Policies and making them to sign on Policy Document (Service Agreement) and Other Documents.*
* *Ensure completion of joining formalities, documents verifications and documents checklist.*

***Academics:***

* *PGDBM from University of Hyderabad – (2018) Perusing*
* ***B. Tech*** *from JNTU, Hyderabad— 66% (2013)*
* ***IPE*** *from Narayana Jr College, Hyderabad — 65% (2009)*
* ***SSC*** *from Dilsukhnagar public school — 86% (2007)*

***Declaration:***

*I hereby, declare that the information furnished above is true to the best of my knowledge.*

*Place: Hyderabad Yours Faithfully,*

*(V Bhavya)*