**S. Jyothsna**

**+91 919642967437 & 7989092044.**

[**Jyothsnasola@gmail.com**](mailto:Jyothsnasola@gmail.com)

**Senior HR Executive / HR Recruiter**

**SUMMARY**

Having 4 years of experience in the field of IT & Non IT Human Resource Department which includes a major concentration on Recruiting, Sourcing, Screening, Shortlisting, Documentation & On Boarding.

**RECRUITMENT SKILLS**

* Sourcing
* Screening
* Interview Coordinating
* Shortlisting
* Documentation
* On Boarding

**TECHNICAL SKILLS**

* Tally ERP9.
* Multi Media.
* Internet & E-Mail.

**APPLICATION TRACKING SYSTEM(ATS)**

* Ceipal

**JOB BOARDS**

* Monster
* Naukri
* Shine
* Quiker
* Social Networks (LinkedIn. Facebook, OLX Etc.)

**EDUCATION**

* MBA – HR & Finance from Vikrama Simhapuri University
* Bachelor of Commerce (Computers) from Sri Venkateswara University

**PROFESSIONAL EXPERIENCE**

**HR Executive Recruiter**

**Aggress Tech Solutions Hyd August 2022 – Dec2022**

**ROLES AND RESPONSIBILITIES**

* Talent acquisition through job portals & social networks (Monster, Naukri, Shine, LinkedIn, OLX, Free Jobs etc.) or References, Advertisements, Walk-in Interviews, Network Building, Mass mailing, Job posting & Communicating with Agents.
* Sourcing, Screening resumes, conduct preliminary HR round interviews: Organizing interviews with respective Clients/Managers/Department Heads, Salary negotiations & Issue offer letter.
* Supervision of proper filling & maintenance of employee personal records.
* **Offers & Follow-ups**
* Salary Negotiations with the candidates & facilitating the joining process.
* Ensure the candidates join the organization on the schedule joining date.

Knowledge about drafting of call letter, offer letter, Appointment letter, Confirmation letter etc.

**Talent Acquisition**

**HNS Solution HYD**

**ROLES AND RESPONSIBILITIES July 2021 – Dec 2021**

* Responsible for full US IT Recruitment life cycle Sourcing, screening, scheduling, coordination
* and Coordinated with the Accounts Manager.
* Understanding various client requirements-Job Specification for respective job openings.
* Sourcing consultants through various sources like job portals (Monster, Naukri, Shine, Free Jobs etc.)
* Sourcing, Screening resumes, conduct preliminary HR round interviews: Organizing interviews with respective Clients/Managers/Department Heads, Salary negotiations & Issue offer letter
* Ensure the candidates join the organization on the schedule joining date.

**HR EXECUTIVE**

**NETAMBIT BEGUMPET – HYD JUNE 2019 – JULY 2021**

**ROLES AND RESPONSIBILITIES**

* Talent acquisition through job portals & social networks (Monster, Naukri, Shine, LinkedIn, OLX, Free Jobs etc.) or References, Advertisements, Walk-in Interviews, Network Building, Mass mailing, Job posting & Communicating with Agents.
* Sourcing, Screening resumes, conduct preliminary HR round interviews: Organizing interviews with respective Clients/Managers/Department Heads, Salary negotiations & Issue offer letter.
* Supervision of proper filling & maintenance of employee personal records.
* **Offers & Follow-ups**
* Salary Negotiations with the candidates & facilitating the joining process.
* Ensure the candidates join the organization on the schedule joining date.
* Knowledge about drafting of call letter, offer letter, Appointment letter, Confirmation letter etc.

**HR EXECUTIVE (INTERNAL SOURCING)**

**JJ STAFFING PRIVATE LIMITED BEGUMPET – HYD APRIL 2018– MAY 2019**

**MANAGER OPERATIONS**

**SAI SKANDA SECURITIES HYD MARCH 2016 – OCT 2017**

**TELE SALES OFFICER**

**NETAMBIT CHENNAI**

**CUSTOMER RELATION OFFICER**

**HINDUJA GLOBAL GLOBAL SOLUTIONS LIMITED CHENNAI**

**Languages Known:** English,Telugu & Hindi