# Y.A.Shilpa

**E-mail:** [**shilpayadla5@gmail.com**](mailto:shilpayadla5@gmail.com) **Contact No. 8317522788**

**OBJECTIVE**

To join in an organization that will recognize and utilize my skills fully and offer me a position requiring innovative and creative notions where continuous growth and learning are ways of life.

**EXPERIENCE SUMMARY**

* + Having 4.5 years of Total experience in Domestic IT Recruitment as a Recruitment Executive.
  + Worked as a Dynamic, results-focused full life cycle recruiting professional with around four years 5months of experience in IT Recruitment.
  + Recruiting IT professionals for our Banking Domain client’s requirements.
  + To understand the Clients requirement and help them in every stage of recruitment.
  + To prioritize the requirement given by the Clients.
  + To act as an Interface between Client and the candidate.
  + Screen the resumes, interacting with candidates to understand their Capabilities, strengths, limitations.
  + Sourcing from Job Portals (Naukri/Monster/LinkedIn/internal portal)
  + Scanning and short-listing the most suitable CVs for the position.
  + Salary Negotiations between Company and Candidates.
  + Conducting Virtual interviews and discusses the profile with the candidates.
  + Arranging and coordinating the interviews and following up for the feedback.
  + Ensuring that proper Follow up of selected candidates happens until their joining.

# Specialties: - IT Recruiting and Non-IT Recruitment Full life cycle recruiting, Sourcing, Searching,

**Screening, Resourcing, Interviews, Contract Hiring, Permanent Hiring, Negotiation, Interaction, Selections. Team handling , Client handling**

**PROFESSIONAL EXPERIENCE**

* + Working as Recruitment executive for **Lancesoft India** Period: Sep 2021 to March 2023
  + Worked as Technical Recruiter for Advantage One Human Resource **(AOHR)** Hyderabad**.** Period: Nov 2017 to March 2019.
  + Worked as Senior IT Recruiter for Plato Technologies ( **JJ Staffing** ) Pvt Ltd Hyderabad**.** Period: July 2016 to June 2017.
  + Worked as HR IT Recruiter in **Newzen Infotech** Hyderabad. Period: Jan 2015 to March 2016

# Responsibilities:

* + End to end life Cycle exposure of recruitment.
  + Proven ability to self-manage multiple positions by sourcing, screening, qualifying, coordinating interviews, negotiating and closing candidates.
  + Utilize a collaborative consultative approach and demonstrate a commitment to exceeding client expectations.
  + An effective communicator with skills in devising & implementing innovative strategies & contributing towards growth of the company.
  + Self-starter and able to achieve targets without any supervision.
  + Interact to Hiring Managers in conferences to find detailed information about open requirements.
  + Involved in formatting all resumes and submitting them to client.
  + Involved in co-coordinating with the consultant for all Paperwork and reporting them to the client till the consultant on boarding/joining.
  + Has experience in handling team and client .

# Specialties:

* + Working on different requirements –C2H, C2C (Contract), FTE (Full time), and varied IT requirements.
  + Recruited all levels of candidates ranging from Junior, Mid-level to Senior Level positions.
  + Extensive experience in sourcing, screening, contacting, confirming, interviewing, and submitting the qualified consultant.
  + Clearly communicated all aspects of the offer including salary, benefits, bonuses, relocating, etc.

# EDUCATIONAL QUALIFICATIONS

**Post-Graduation** : Masters in Business Administration**(MBA)** with Specialization in HR(major),and Finance(minor) and from **St Anns pg College(Hyderabad**) affiliated Osmania University in 2014

# Achievements

* + Received Performer of the month for highest C2H Joining’s, and Highest GPM ( Jan, March , June , July , Aug )

# PERSONAL PROFILE

Full Name Y A Shilpa

Mobile Number

Email ID [shilpayadla5@gmail.com](mailto:shilpayadla5@gmail.com)

Sex Female

Marital Status Single

Date of Birth 22-09-1989

Current Location Secunderabad

# Declaration:

I hereby declare that the information provided above is true to the best my knowledge.

# Place: Secunderabad

**Date: Signature:** Y A Shilpa