

**OBJECTIVE:**

Seeking a challenging position in an organization, where I will have a chance of utilizing my skills and learning new processes to further my personal as well as professional growth.

**HIGHLIGHTS:**

<ul style="list-style-type: none"><li>• IT Recruiting</li><li>• Talent Management</li><li>• Sourcing and screening</li><li>• Head Hunting</li><li>• Interviewing</li><li>• Team Handling</li><li>• Team Management</li><li>• excellent communication and interpersonal skills</li></ul>	<ul style="list-style-type: none"><li>• On boarding</li><li>• Training</li><li>• Leadership</li><li>• Employee Engagement</li><li>• Employee Relations</li><li>• Performance Management</li><li>• US Tax terms-1099,C2C,W2</li><li>• Immigration-USA</li></ul>
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**EXPERIENCE:**➤ **CLOUD BIG DATA TECHNOLOGIES PRIVATE LIMITED, Hyderabad**

**Designation** : Senior Executive - HR

**Duration** : May 2014 to till Date

**Roles and Responsibilities:**

- short listing candidates sourced through portals i.e. (Naukri, Monster, Times jobs and LinkedIn)
- Identifying right candidates with required Skill set and experience and make sure that it should match with the given requirement
- Understanding the job requirement and accordingly drafting a job description and getting it approved from the concerned authority
- Sourcing the candidates from job portals that match the desired skills
- Guided 20 size team in sourcing and screening us it profiles
- Screening the candidates by conducting telephonic (or) personal interviews along with encouraging the employees to provide reference for better prospects
- Helping the seniors/management with the performance review and appraisal in a better way by adopting better appraisal practices(choosing right employee)
- Conducting HR round for the selected candidates and negotiating salaries on company standards
- Promptly informing the rejected candidates about the reason for the rejections
- Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates
- Giving a description on the policies, procedures and culture followed by the company
- Properly filing and preserving relevant document of the new joiner as required(in the form of soft copies and hard copies into Database)
- Introducing new employee to the team and supervisor or manager, explaining the mode of communication
- Background Verification was carried out for the employees as per the policy, education, experience

**Immigration:**

- Coordinated with immigration specialist and team in end to end immigration process
- Gathering relevant documents from H1B applicants and answer the queries from client end
- Scheduling applicant's appointment with immigration specialist and follow ping
- Assisted immigration specialist in filling and documentation(I-129,LCA,I-94)

- Collaborate with staff and boarding teams to recommend appropriate requirements for all visa work within required timeframe and administer delivery of all legal services to all individuals and firms

#### US-IT Staffing:

- Coordinated with us-it recruiter specialist and team in end to end “ICR process”
- Guided 20 size team in sourcing and screening us it profiles
- Initial screening to be taken over telephone
- Explain the incentive structure and our own VMS portal including terms and conditions
- Responsible to send an ICR agreement and collecting required documents

#### ➤ **SAMYUKTHA BROADCASTING PVT LTD, Hyderabad**

**Designation** : Executive (HR&Admin)

**Duration** : Apr 2012 to Apr 2014

#### **Roles and Responsibilities:**

- Training & Development ,Employee Relations and Exit Formalities
- Employee Appreciation System and Compensation & Salary Structuring
- HR Manual & Employee Handbook
- HRIS Maintenance & Strategic support
- Recruitment Policy & Process framed & adhered along with the templates
- Job descriptions & Specifications exist & are up to date as per org structure
- Internal Hiring
- Selection processes used with reference to the Uniform Guidelines
- Recruitment MIS Reports generated
- Salary Benchmarked with the external market to attract the best Talent
- Rewards for Employee Referrals
- End-to-end process coordination with more than ten departments within the organization
- Preparing performance report for each individual employee on weekly basis
- Responsible for issuing employee ID cards, visiting cards, swipe cards etc., all over the state
- Conducting orientation program for new employee's joining in various regions of state
- Arranging training sessions about job role for new employees joined
- Involving in “Quality checking” of the documentation prepared by each reporter

#### **EDUCATIONAL QUALIFICATION:**

- Master of Computer Applications (MCA) at Osmania University ,Hyd

#### **TECHNICAL SKILLS:**

- Packages : MS Office, Zimbra (Open Source), Ubuntu
- Operating Systems : Windows 10, Windows 8, Windows 7, XP, 2000

#### **PERSONAL DETAILS:**

Full Name : R PRAVEEN KUMAR  
 Father's Name : Govardhan  
 Gender : Male  
 Marital Status : Single  
 Languages : English, Hindi, Telugu, Kannada

PLACE:

DATE: