Hareesha Nakka

**Butchaiah Thota 2nd Line 8-2-8, Guntur, AP, India ♦**

**Mobile # 6281828051: 8297462505 ♦ Email: Hareeshanakka@gmail.com ♦ LinkedIn: Hareesha Hari**

**TALENT ACQUISITION SPECIALIST**

Resourceful Talent Acquisition Manager routinely applying human resources practices principles and procedures. Adept at assessing and anticipating skills to find the right staff placements. Specialize in building maintaining and managing talent.

I am a result-oriented professional with excellent experience in recruiting field involving sourcing, screening, short listing and on boarding personnel in quick turn-around time in contract, contract to hire and permanent positions with multiple technologies.

**EXPERIENCE**

**Organization : Kaizen Technologies**

**Location : Hyderabad**

**Duration : March 2020 to Present**

**Designation : Technical Recruiter**

* **Experience in sourcing the candiates from job portals.**
* **Sourcing the resumes depending upon the requirement given.**
* **Once the resume is shortlisted, will call the candiate and check his / her interest.**
* **Sourcing the resumes from dice, monster, carrier builder and some by references.**
* **In cold calling, i need to explain regarding the company and the opportunities that we provide.**
* **After checking their interest, the resume will be processed.**
* **Need to collect the documents from the candiate and verify them.**
* **After verification, i need to upload there profile in job boards.**
* **Need to get RTR done and need to get docusign.**
* **Expertise in cold calling, bollean search.**
* **Expertise in sourcing, recruiting. Had very good knowledge on how to convience the candiate.**

**Organization : SYSTEL TECHNOLOGY SERVICES PRIVATE LIMITED**

**Location : Hyderabad**

**Duration : November 2018 till Feburary 2020**

**Designation : Talent Acquisition**

* Experience in using popular Job boards like Dice, Monster and Career Builder.
* Analyzing the requirement and sourcing the resumes from different portals, groups, and referrals Screening the profiles according to the market demand.
* Communication skills and relocation constraints. Sourcing, Searching, identifying consultants using job boards like Dice, Monster, Linked in and Internal Database.
* Doing the first level calls like cold calling.
* Strong in Boolean Search strings to find the right candidates and short listing the candidates.
* Finding the availability of the consultant to discuss and shortlist them for the next level of call.
* Negotiating the rates with the vendors including hourly, per day and annual on W2/1099/C2C/C2H.
* Forwarding the suitable profiles to the Bench Sales Team.
* Getting the confirmation from the consultant and employer through E-Mails and calls.
* Doing a follow up with the consultant if he gets any interview schedule or for the process assistance.
* Sound knowledge of recruitment and interviewing procedures.
* Proficient in the using MS Office programs and maintaining up to date DATA.
* Ability to develop and implement effective recruiting methods
* Proven ability with recruiting experienced consultants and explaining them with procedure of the Visa and recruiting process.
* Maintaining day to day updates and following up with the consultant for their availability and interest.
* Co-ordinating with the Team members and having a healthy work atmosphere.
* Updating the day to day list of consultants and shortlisted consultants to the Manager.
* Also Expert on TN Hiring and recruiting process.

**Organization :** **INSTITUTE OF LANGUAGE MANAGEMENT – ILM**

**Location : Bangalore & Kerala**

**Duration : June 2017 to November 2018**

**Designation : Communicative Trainer cum Faculty**

* Teaching English and Communication Skills for the kids with lot of Fun filled activities.
* Guiding and monitoring the students on their Communication Skills.
* Most of the classes use to be outdoor and held many activities for the students.
* Helping them in the Confidently speaking on the Stage, classrooms, public etc.
* Delivers learning-centered instruction by establishing a classroom environment conducive to learning and student involvement as well as effectively planning and preparing for classes and student success
* Promotes student success by showing flexibility in style and work schedule as well as exhibiting a passion for teaching and students and engaging students in the learning process
* Contributes to a learning culture by participating on curriculum and system task forces, supporting local campus events such as orientation and graduation, and participating in various other workshops
* At least one (1) hour of class time instruction per session, per day.
* Provide syllabi for all students, staff, and administrators
* Provide well planned and organized instructions
* Excellent verbal and written communication skills including the ability to build successful relationships with student populations
* Ability to work effectively under pressure and to meet frequently occurring deadlines
* Ability to respond positively to a changing environment
* Performance-driven enthusiastic team player with excellent communication

**TECHNICAL SKILLS**

* Computer based skills (i.e., Internet browsing, working on job portals, and report writing skills )
* Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint)
* Java - Entry level
* C – Intermediate

**EDUCATION**

**NRIIT COLLEGE, VISIDALA, GUNTUR B Tech 2013 – 2017**

* Completed B-Tech -- ECE (Electronics and Communication Engineering) in the year 2017 with 69%.

**SRI CHAITANYA Intermediate 2011 – 2013**

* Completed M.P.C (Mathematics, Physics & Chemistry) in the year 2013 with 90%.

**OXFORD IIT FOUNDATIONS Secondary Education 2010 – 2011**

* Completed Secondary Education in the year 2011 with 86%.

**PERSONAL DETAILS**

**Father Name** : N. Venkateswara Rao

**Date of Birth** : 20th Sep 1995

**Gender** : Female

**Languages known** : English, Hindi, Telugu

**Nationality** : Indian

**Strengths** : Positive, Self-Motivated, Initiative

**Interests** : Music, Travelling, Petting Animals and Watching Cartoons Programs

**DECLARATION**

I hereby declare the above information is true as per my knowledge.

**Place: Hyderabad**

**Date:**

**Yours Sincerely,**

**(HAREESHA N)**