

N. Hemanth kumar

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Career Objective:

Objective: I would like to utilize my earlier experience and knowledge in HR field by contributing to the progress and advancement of the firm, I would be putting my best use of my knowledge and experience while taking important decisions related to the company and for the people associated with it.

Experience Summary:

- I have professional experience of 2.8 Years in IT Recruitment.
- Currently working in HR Operations (HCL).
- Possess excellent knowledge of recruiting and hiring processes including sourcing, Screening, Cold calling, Interviewing, Scheduling Interviews, reference checking, Salary negotiations, and closing client requirements.
- Experience in sourcing through different portals (Naukri, Monster).
- An energetic and highly motivated individual with excellent communication skills.
- Ability to understand client's objectives and define goals, coordinate effectively with management and co-workers to ensure successful completion and deliverable of assignments.
- Maintaining strong follow up with the candidates.
- Having creative problem solving, quick and independent learning skill.
- Interviewing candidates on telephone to check their communication skills, expected salary, confidence level, back ground as per the JD.
- Experience in review/screening CV, Salary Calculation & Negotiation. Involved in Internal hiring as well & scheduling interviews.
- Supporting team to achieve a common Goal of Organization. Involved in Vendor management and resource management.
- Handling the conference calls & Interacting with client for requirements, Feed backs and follow ups.
- Involved in Drive SPOC & Coordinator.
- Coordinate all vendor management tasks inclusive of working with external vendors and internal employees.
- Interviewing the candidates based on the Questions posed by the Requirement.
- Schedule Interviews and coordinating with the candidates and acting as a bridge between the Hiring Managers and the candidates.
- Collecting documents from the candidates to start Offer process & Co-ordinating with the operations team on Offer releases.
- Post Offer Follow Up with the candidates till they On-board.

Professional Experience:

Wisdom IT Services., Hyderabad.

Designation: IT Recruiter.

Duration: Oct 2018 – Oct 2019

HCL Technologies Limited (ETeam Payroll), Hyderabad

Designation: HR Associate (Sr Talent acquisition specialist)

Duration: April 2021 – Till date

Strengths:

- Self-motivated individual and team player who strive for excellence in all undertakings.
- Good communication skills.
- Adaptability to organizational working condition and can work under pressure.
- Self - confidence and ability to work independently.
- Committed and hard working.

Educational Qualification:

- M.B.A: Completed MBA from Aurobindo college of Business Management at Ibrahimpattam.
- B.COM: Completed B Com from Spoorthy Degree and Pg. College at Dilsukhnagar
- INTERMEDIATE: Completed CEC from Naveen Junior College at Hasthinapuram
- S.S.C: Completed 10th From Ratna Grammar High School from Balapur x road

Personal Details:

- ✓ **Full Name** : N. Hemanth Kumar
- ✓ **Gender** : Male
- ✓ **Nationality** : Indian.
- ✓ **Marital Status** : Unmarried
- ✓ **Languages** : English, Hindi, Telugu,

I hereby state that the above mentioned information is true to the best of my knowledge and belief.

Date:

Place: Hyderabad

(N. Hemanth Kumar)