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Career Objective

Looking for a challenging career, where I can contribute my strategic thinking, experiences and learn along with, to fulfill the organization's Vision & Mission and bring up its ultimate business goals.

Professional Summary

- Overall 14+ years of experience in HR Talent Acquisition and End to End Recruitment processes
- Dynamic, results-oriented professional with hardcore Recruitment experience
- Strong understanding of technical skills in the software industry.
- Excellent relationship building skills with the internal teams and prospective employees.
- Ability to work in a multitasking environment handling multiple assignments at a time.
- M.B.A from Osmania University with First Division in 2005
- B.com from Osmania University with First Division in 2003

Detailed Experience

Organization	Critical River Technologies Pvt. Ltd.
Designation	Senior IT Recruiter
Duration	Dec 2021 - June 2022

Role & Responsibilities:

- Develop and implement sourcing strategies to attract and recruit top talent for our organization.
- Source, screen, and interview candidates for various positions in various industries.
- Build and maintain a pipeline of qualified candidates using various tools such as LinkedIn, job boards, and networking events.
- Provide an exceptional candidate experience and act as a brand ambassador for our organization.
- Collaborate with hiring managers to understand their hiring needs and make recommendations for improving the recruitment process.
- Regular follow up with the respective hiring managers and candidates to ensure timeliness of recruitment process.
- Stay up-to-date with the latest recruitment trends and best practices, and implement new tools and techniques to improve the recruitment process.
- Use data and analytics to measure the effectiveness of recruitment strategies and make data-driven decisions.
- Bachelor's degree in Human Resources, Business Administration, or related field.
- 11+ years of experience in IT recruitment, preferably in a high-volume environment.
- Experience with Applicant Tracking Systems (ATS) and other recruitment tools such as LinkedIn Recruiter, Indeed, and Glass door.
- Strong understanding of recruitment metrics and ability to analyze and report on recruitment data.
- Excellent communication skills, both written and verbal, with the ability to communicate effectively with candidates and hiring managers.
- Ability to work independently and as part of a team, and to manage multiple priorities while meeting deadlines.
- Strong attention to detail and ability to work in a fast-paced environment.

Organization	Elixirpro Pvt. Ltd.
Designation	Lead Recruiter
Duration	Feb 2016 - Dec 2021

Roles & Responsibilities:

- Worked as IT and Non-IT Recruiter
- Affirmative action tracking.
- Applicant tracking.
- Background checking.
- Candidate communications.
- Reporting to Stakeholder and Director
- Job analysis.

- Job descriptions.
- Job postings.
- Orientation/onboarding.
- Recruiting.
- End to End Recruitment for IT software and product-based companies
- 9+ years experienced in End to End Recruitment for Non-IT for Manufacturing, Service based, BPO, Banking sector, Healthcare, Campus Hiring, Bulk hiring, Education Institution etc.

Organization	Genpact India Pvt. Ltd.
Designation	Process Developer
Duration	Feb 2015- Dec 2016

Roles & Responsibilities:

Account Receivable Cash Application processes (Client Thomson Reuters, U.S)

- Processed multiple bank account receipts from lock box, wires, and ACH.
- Resolved payment reconciliations and other AR accounting issues.
- Processed adjustments, refunds & monthly write offs.
- Making decisions with clear authority to write off balances according to strict guidelines.
- WHT, VAT, FX and write off such as Bank charges, Write back FX gain or loss and Security Deposit.
- Ensure Cash applied on daily basis as per TAT with the Client.
- Proficient with Get Paid software, Oracle, Microsoft Office products, including Excel, Word, Outlook and SAP.
- Maintaining Legacy system in Oracle to SAP FI
- Creating Manual Lots in SAP.
- Bank Statement Reconciliation validation with SAP payment lot
- Mapping Bank account in SAP to Oracle.
- Good understanding of the overall process of cash applications
- Familiarity with basic accounting principles, SAP cash applications
- Good organizational and intrapersonal skills Month End Activity:
- Ensuring all Application invoices are applied for the Month In SAP
- Closing books of account for AR Posting in Oracle
- Pulling AR report from Oracle.
- Confirming Client, the AR Closing of books.
- Share the Data of AR to GL team and confirming them for Month End closing

Organization	H & N
Designation	Senior Recruiter
Duration	May 2008- Dec 2014

Roles & Responsibilities:

- Worked as IT and Non-IT Recruiter
- Responsible for the full hiring cycle - Requirement gathering, sourcing, pre-screening, scheduling, and coordinating for interviews.
- Sourcing through Job Portal like Naukri.com
- Handling recruitment of different levels starting from Junior, Middle and Seniors etc.
- Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programmers

- Maintaining employee personnel files to ensure legal compliance
- To take the initial screening HR round before the functional rounds
- Maintain a database of hiring details
- Handle payroll accounting, and analyze accounts
- Coordinating employee benefit eligibility, enrollments, terminations, and payments
- Joining formalities, Induction, HRMS tool update

Organization	SWEDTEL, Riyadh K.S.A (European Telecom)
Designation	Jr. HR Recruiter
Duration	Sep 2007- May 2008

Responsibilities:

H.R function.

- Recruitment process
- Recruiting processes sourcing through portal like monster screening, Telephonic HR round, schedule interview.
- Generating Monthly Payroll and Manpower MIS.
- Administration activities
- Handling the Monthly Invoices of Contract and Sub Consultant Employee
- Handling all kinds of employees' queries and complaints. Ensuring prompt resolution of employee grievances through personal interaction.
- Maintain healthy & friendly atmosphere in the accounts department
- Employee Separations Exit interviews & formalities
- Monitored and recorded company expenses
- Responsible for the full hiring cycle - Requirement gathering, sourcing, pre-screening, scheduling, and coordinating for Interviews

Payroll Processing:

- Coordinate and share the monthly attendance and leave inputs to Vendor
- Provide the payroll inputs like new joiners, Salary additions, Salary deductions, Salary increments, Employee exits etc.
- Payroll Management Attendance, Leaves and coordination for payroll process