

Pradeep Kumar Reddy. V

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PROFILE SUMMARY

- ❖ Recruiting Associate and Project Handler in **Global Operations (North America - Client Screening Services)** with almost four years of proven track record of delivering exceptional results.
- ❖ Power to influence or complete assignments independently, and ability to make decisions, as measured by latitude to devise work products or plans, reliance on instruction, and decision-making ability. Providing detailed to moderate level of instruction on daily work tasks and detailed instruction on new assignments.
- ❖ Good Knowledge in MS Office, Service Now, Adobe, HireRight, Workday, Guardian Idea Implementation, Scheduling and managing events, maintaining records, reconciliation, trackers, vendor billing etc. Maintaining detailed data of work performed.
- ❖ Experience in training the new joiner's, work shadow, additional trainings, Quarterly Meets etc.
- ❖ Ability to understand requirements, willing to explore and quick to understand.

EDUCATION

- ❖ Bachelor of Hotel Management (BHM) with Front office, T. John College (Bangalore University) – **(62%) Year 2018**
- ❖ Class XII – Commerce (CEBA), Krupanidhi Pre-University Board Karnataka **(59%).**
- ❖ High School at Shams High School, from Karnataka examination board, Bangalore **(59%)**

PROFESSIONAL EXPERIENCE

Organization: Trigent Software Limited. (Accenture)., Bangalore, INDIA

Position: Recruiting Associate (North America HR Operations), July 2022 – Dec 2023.

Roles and Responsibilities:

- ❖ Interacting with client/ vendor to bring in new clients to the team and setting up their requirements according to their MSA and SOW. Setting up the Client charges based on their requirements for the services and creating COF's along with CDWI (Client Detailed Work Instructions).
- ❖ Handling verifications for candidates of clients across US and Canada.
- ❖ Verification of criminal records, Education and Employment checks for Accenture employees.
- ❖ Managed senior level responsibilities in Mapping the employees to the respective project by performing Background Verification
- ❖ Collection of evidence such as Offer letter, relieving letter, Address proofs, Pay slips for the verification
- ❖ As per SLA and received BGV reports file in employee data base.
- ❖ Discrepancy BGV Reports to highlight to Business and Business HRs for further action.
- ❖ Sending daily reports to the team for all checks done
- ❖ Handling I9 verifications for candidates of Accenture clients across North America and Canada.
- ❖ Scheduling the calls and interacting with the Employee and collecting the required details like Visa, passport or any govt id and updating it on the Guardian.
- ❖ Handling Escalations, Pre-Adverse, Adverse calls and interacting with the Employee relations team and Legal team for the smooth process of the Screening Services.

Organization: Purple Solutions., Bangalore, INDIA

Position: HR Operations, Recruiting Associate, June 2019 – July 2022.

Roles and Responsibilities:

- ❖ Escalating the cases to the employee relations team and working according to the policy to make the process smooth.
 - ❖ Handling the candidate background check for the US and NYC location.
 - ❖ Collaborating on DSAT and CSAT Analysis
 - ❖ Taking care of escalation cases end to end and collaborating with ER(employee relation) to ensure policies and compliance.
 - ❖ Connecting with the HireRight (Client) team weekly to share insights, feedback and to ensure smooth verification process.
 - ❖ Managing the candidate's background check from start to end. by contacting the candidate for clarification on education, employment, and criminal history. Obtaining updates from the recruiter, HireRight (Vendor), University, and employer to ensure a smooth background check.
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ACHIVEMENTS AND CERTIFICATIONS

- ❖ **Certificate of Appreciation:** Awarded certificate of appreciation for collectively maintaining the consistency throughout the fiscal year.
 - ❖ **Idea Implementation Award:** Received Idea implementation award for providing the Cost cutting Ideas for the process and company (3).
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TECHNICAL AND PROFESSIONAL SKILLS

- ❖ Application software's: MS Office (Word, Excel, PowerPoint, Outlook), Adobe, Workday, Guardian, Service Now, Email Etiquette etc.
 - ❖ Project and Client Management, Analytical skills, Problem Solving, Communication etc.
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Training Experience

- ❖ Four months industrial training from Crowne Plaza, Bengaluru in all four-core department of the hotel.
 - ❖ 45 days of Professional specialization training in selective area (Front Office) from Crowne Plaza, Bengaluru.
 - ❖ 3 months of LEAP [Learn experience apply Program] in Front Office at Crowne Plaza, Bengaluru.
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PERSONAL DETAILS

Hobbies : Travelling, Playing Cricket, Trading etc.
Languages known. : Telugu, English, Kannada, Tamil, and Hindi.
Date of Birth : 06/07/1996

DECLARATION

I hereby declare that the information and facts stated here in above are true, correct, and complete to the best of my knowledge and belief.

Date:

Place: Bangalore

Pradeep Reddy