**Yateendran.R – Sr. HR Recruiter**

Mobile: +91-**9618084526** Email: [yateen.india@gmail.com](mailto:yateen.india@gmail.com)

### Career Summary

### -HR Professional with 2.5 years of rich work experience in recruiting IT professionals.  -Excellent communication and interpersonal skills. -Highly self motivated candidate who loves new challenges and take a creative approach to solve them.

**Personal Attributes**

### - Quick Learner with an ability to deal with pressure - Analytical thinking and problem solving

### Experience Summary

Currently working as Sr.HR Recruiter at **“*Verve Technlogies*”*,*** since Jan 2012 - till date**.**

### Job Responsibilities

### -Recruitments Utilizing various sourcing method like Web portals (i.e.Naukri,Monster,TimesJobs) - Referring Internal Database, Employee referrals etc. - Screening & short-listing candidates profile as per the requirements of clients. - Co-ordinating with candidates for interview & conducting telephonic interview before short listing candidates. - Interacting with candidate, doing initial screening. Understand their competencies & skill sets, making them understand job role. - Providing complete, accurate, and inspiring information to candidates about the company and position. - Preparing candidates for interviewing with the clients by providing detailed information about business strategy, job descriptions, and expectation. - Arranging for personal interview on short listing, having good co-ordination with the client arranging the final interview. - Co-ordinating with the company and with candidates after company selects the candidate. - Performing detailed reference checking and/or reference analysis on selected candidates and reviews results with clients. - Maintaining daily/ weekly/monthly reports such as interview status reports, closure reports & feedback reports.

**Achievements**

-Recruited 35 Candidates through campus placements for “CTRL S” in 2012.   
-Recruited candidates for our client companies as(Labelle Software, Cancri technologies, Aster Tele services, Sonata Software etc ).   
- Closed the requirement for several positions within company (Verve Technologies).

**Academic Qualification**

* Persuing MBA– HR from JNT U, Hyderabad.
* B.TechinComputer Science from JNT U, Hyderabad.
* SSCfromRock woods High school,Hyderabad.

**Technical Knowledge**

-Well versed with MS Office  
-Internet Savvy

**Hobbies**  
  
-Playing Cricket, Table Tennis.  
-Listening to music & Surfing the internet.

**Personal Details**

* Name : Yateendran. R
* Date of Birth : 07-04-1988
* Father Name : Raghavendran.R
* Marital Status : Single
* Nationality : Indian
* Residential Address : G-4,CAT Avenue Apts, Barkatpura, Hyderabad, A.P.

**Declaration**:

I do here by confirm that the information given in this resume is true to the best of my knowledge and belief.

R. Yateendran