**CURRICULUM VITAE**

**MALAKA. VINAY,**

**S/o: Krishna Murthy,**

**D.No:2-142/1**

**Ravulapadu,**

**Ravulapalem Mandal**

**East Godavari District,**

**Pin: 533238. Cell: 7207220298/8309819918**

**Email; vinaymalaka143@gmail.com**

**CAREER OBJECTIVES**

To implement my knowledge in an expedient environment that can provide me umpteenth opportunities & continual up-gradation of my aptitude & interpersonal skills to do constructive and innovative work that really beneficial for me and for my organization.

**PERSONAL SKILLS**

Comprehensive problem solving abilities, ability to deal with people diplomatically, willingness to learn, team facilitator, more patience to listen & solve the queries of the people.

**Professional Summary**

* Worked as a Sr. HR recruiter from June 2022 to Feb 2023 in **Tachyon IT Technologies** Vishakhapatnam. **Team size: 5**
* Worked as a HR Executive (Contract) from March 2022 to May 2022 in **Fluent grid** Ltd..., Vishakhapatnam.
* Having 11 Months of Experience (March 2021- Feb 2022) as a IT Recruiter in

**Allvy Software Solutions**. **Team size: 5**

* Having 1 year of (Feb 2020 – Jan 2021) experience in Domestic IT Recruiter in Wipro payroll of **RumZtech** solutions. **Team size : 8**
* Having 3 years of experience in **L.K.B. POLYTECHNIC College** at Ravulapalem from 2016 to 2019.
* **Roles and Responsibilities:**
* Analyzing the job requirement.
* Screening resumes
* Performing in-person and phone interviews with candidates
* Following up on the interview process status
* Communicating employer information and benefits during screening process
* Coordinate communication with candidates and schedule interviews
* Worked as a Senior recruiter handling team and also worked as a Spoc
* Experience on Naukri, Monster, Dice
* Screening and Shortlisting the candidates as per client requirement.
* Having Good communication skills.
* Coordinate with relevant team for scheduling the interviews
* Experience in end-to-end requirement.
* Interview scheduling to the candidates.
* Experience on both **C2H** and **Permanente** onboarding’s.

**EDUCATIONAL PROFILE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institute Name** | **Year of Passing** | **Percentage** |
| **Btech**  **EEE** | KIET Engineering  College  (Kakinada) | 2014 | 62% |
| **DIPLOMA**  **EEE** | L.K.B Polytechnic College  (Ravulapalem) | 2011 | 77% |
| **SSC** | Datthreya Model School  (Ravulapalem) | 2008 | 77% |

**COMPUTER SKILLS**

1. MS-Office
2. Browsing
3. MS Excel
4. MS Outlook
5. Google tracker
6. Tobu
7. Instahyre
8. ATS (Oorwin)

**PROJECT WORK**

Project on Automatic Railway gate control by using signal system.

**STRENGTHS**

1. Ability to work hard for the betterment of the organization.
2. Have the ability to mould myself to the requirement with self-confidence.
3. Optimist with patience.
4. Leading the team, supportively and capability to maintain it in balance.

**PERSONAL PROFILE**

**Name :** M.Vinay

**Father’s Name :** M.Krishna Murthy

**Date of Birth :** 02-01-1993

**Gender :** Male

**Marital Status :** UN-Married

**Nationality :** Indian

**Language Known :** Telugu, English

**Declaration:** I am confident of my ability to work in team. Hereby declare that the information furnished above is true to the best of my knowledge.

**Place :** Ravulapalem

**Date : Signature**