**RAMYA SRI TEJASWINI KALIGATLA**

**Email:** [**tejaswinibalaji01@gmail.com**](mailto:tejaswinibalaji01@gmail.com)

**Contact No: 9676109599**

**Linkedin profile: https://www.linkedin.com/in/tejaswini-krs-2b77a6161**

***Career Objective***

Having **3.11 months** of experience and seeking an opportunity to work in a challenging environment where my expertise and services will be leveraged, celebrated and rewarded scaling my personal goals.

***Educational Qualifications***

* MBA with specialization of HR and Marketing from Nova college of Engg. Technology, JNTU Kakinda with an aggregate of 72% in 2015.
* B.Sc.,(Computer Science) from SPACES Degree College, Payakaraopeta with an aggregate of 77% in 2013.

***Work History***

* Currently working in Prodigitalworx pvt ltd from Jan 2021 till date as System Administrator / IT Recruiter.
* 1 Year of experience in Hirom Technologies as HR Recruiter as Freelancer and Intern as Business Analyst
* 1 months of experience in Falcon Freight pvt ltd, Delhi as a Business Development Manager from Feb 2020 to March 2020.
* 10 months of experience in Muthoot Finance, Nakkapalli as Junior Relationship from September 2016 to July 2017 as Junior Relationship Associate.
* 9 months of experience in Cyfuture India Pvt Ltd. Noida as a Customer Care Executive from Jan 2019 to September 2019.

***Project Experience Summary***

*Company: Prodigitalworx Pvt Ltd, Bangalore.*

*Role: System Admin and Recruiter*.

* Involved in end-to-end recruitment life cycle.
* Working closely with the Business to chalk out hiring strategies.
* Push the job openings to all sourcing channels i.e.,**Naukri, LinkedIn, Indeed and Monster Portals.**
* Screening the profiles based on few parameters like qualification, relevant experience, criteria, communication skills, domain specification, location etc.
* Shortlist candidates by conducting initial phone screens to judge the suitability of the candidates and discuss compensation for fitment.
* Manage the recruiting/hiring process of the candidate hired on third party payroll and responsible for background Verification (BGV) and Reference checks, offer letters.
* Follow- up with the candidates after selection till they join.
* Preparing daily/weekly/monthly reports and maintaining candidate databases for further assistance.

*Company: Muthoot Fiance, Nakkapalli*

*Role : Jr Relationship Manager*

Use to maintain Reports and Database.

* Also worked as Cashier.
* Use to work Target based.
* Having an experience on work with insurance like for individual, family and also for the vehicles etc.,

*Company: Cyfuture India Pvt Ltd, Noida*

*Role: Customer Care Executive*

* Got trained for Entreprenuership awards who got shortlisted in a Ministry office, New Delhi.
* Did work as Customer care

*Company: Hirom Technologies Pvt Ltd,Bangalore*

*Role : Senior HR Recruiter*

* Working closely with the Business to chalk out hiring strategies.
* Push the job openings to all sourcing channels i.e.,**Naukri, LinkedIn, Indeed and Monster Portals.**
* Screening the profiles based on few parameters like qualification, relevant experience, criteria, communication skills, domain specification, location etc.
* Shortlist candidates by conducting initial phone screens to judge the suitability of the candidates and discuss compensation for fitment.

*Role: Intern as Business Analyst*

* Involved in Live projects .

***Technical Experience***

Software: Microsoft Office 365 projects, configuration of windows and Zscalar.

Operating systems: Windows (7/8/10/11)

Cloud Technologies: Microsoft Azure cloud fundamentals.

***Personal Information***

Full Name : Ms Ramya Sri Tejaswini K

Father’s Name : Mr Babji K

# Date of Birth : 14-05-1993

Gender : Female

# Nationality : Indian

Marital status : Married

# Language Known : English ,Telugu and Hindi

Address : S.Rayavaram Visakhapatnam (Dist) Andhra Pradesh

Pin Code -531083**.**