**DIVYASREE.K**

**Email:divya.calavari@gmail.com.**

**Ph.no: 9059955553**

**OBJECTIVE**

To have a successful career in a challenging environment which can give me opportunities to learn & grow professionally.

**WORK EXPERIENCE - I**

**Company**  : **Strike-it-rite Management Consultants Pvt Ltd..**

**Designation :** Sr Sourcing Analyst

**Duration**  : Nov 2014 to Till date.

**Roles & Responsibilities**

* Responsible for end to end Recruitment Cycle of Middle to Senior Management Leadership Positions including Head hunting-converting passive job seeker to active.
* Analyzing candidate's profiles and determining suitability for client's requirement.
* Conducting the Preliminary Rounds of Interview Session
* Shortlisting the suitable and genuine candidates
* Organizing interviews, coordinating with the candidates for the interview process and taking the feedbacks Follow up with candidates regarding their joining dates

**WORK EXPERIENCE - II**

**Company**  : **Makro Technologies Inc.**

**Designation :** Account Manager & Recruitment

**Duration**  : Sep 2012 to Sep 2014.

**Roles & Responsibilities**

* Build client relationship by acting as the interface between the customer service teams and sales teams within a company.
* My role is to maintain the company's existing relationship with a client or group of clients,so that they will continue using the company for business.
* Responsible for working with clients to identify their needs and work out how the company can best meet those requirements,in order that the client does not decide to place business elsewhere.
* Look after existing customers (Clients) and leaves the creation of new accounts to the sales team (hunting).

**Recruiting-**

 Handling entire Recruitment life cycle for junior,mid & senior level managerial positions, Thorough analysis of the requirement and interacting with line managers and HR.

 Analyzing the requirements of the clients.

 Worked both on Contract to hire and permanent positions.

 Identify candidates that fit the requirement from various sources like database,Job portals references,etc.

 Briefing the candidates about the job requirement,screening and validating the

Candidates as per the requirements

 Follow-up with our HR on the status of the resumes presented.

 Scheduling interviews and tests of the candidates with the client companies

 Maintain status reports on various requirements,candidates,status,offers and joining

Coordinate and communicate with the candidates.

 Aggressive enough to close on position before the set deadline and independently

Handle all the given assignments.

 Maintaining active database of different skill sets on Brassring and updating it on the basis of immediate and future requirements

**Clients Working With:**

Pharma

CRO

Biotech

Health Care

Medical Devices

**WORK EXPERIENCE - III**

**Company**  : **Talent Moon Human Capital Solutions**

**Designation : Talent Acquisition**

**Duration**  : June 2012 to Sept 2012.

**Roles & Responsibilities**

**RECRUITMENTS:**

\* Handling entire Recruitment life cycle for mid & senior level managerial positions , Thorough analysis of the requirement and interacting with line managers and HR.

\* Sourcing & head hunting candidates.

\* Screening the skill set through telephonic before Submitting to client.

\* Uploading and maintain applicant details within recruitment database and updating of vacancy and candidate information.

\* Update status of jobs within the recruitment database including tracking applications and sending rejections responses if applicable.

\* Organizing and confirming applicant interviews, liaising with Client HR's & their Line Managers.

**BUSINESS DEVELOPMENT:**

Lead generation though source tools.

Making cold calls.

Approaching clients in all over India.

Intuitional & Corporate Sales

Understanding for Markets,Consumer Behavior and Cultural Environment.

Experience in giving presentation about the products of the company.

Deploying the software in the client place.

Handling corporate accounts in order to ensure that the periodic requirements are met and maintain good relationship with them.

Exposure to Request for Proposals and Request for Quotations.

Finally drived the sales life cycle to closure and order getting stages.

**Some of the positions that we have worked on recently, are** -

Retail & Commercial Banking/Investment Banking/Financial Services Investments - National/Regional Sales,Compliance, Branch Heads, Operations Head,Legal, Admin, Research, Marketing & Promotion

IT/ITeS - Developers, QA, Analysts, Testing, IT Architecture, Data-warehousing professionals, Project Managers,

Engineering & Manufacturing.

Pharma & Healthcare.

**WORK EXPERIENCE - IV**

**Company**  : Balaji Management Services

**Designation :** Recruitment Executive

**Duration**  : June 2011 to March 2012

**Roles & Responsibilities**

• Sourcing the candidates through various job portals Naukri,Monster,Network sites –Linkedin.

• Organize & Coordinate with Candidates for interview scheduling of with respect to client & feed back from the clients

• Analyzing candidate's profiles and determining suitability for client's requirement.

• Responsible for the initial screening of candidates, short-listing and intimating them about the interviews

• Regular follow-up with selected candidates till candidates come on board.

• Contacting the candidates to validate their resumes and inform them regarding the openings available.

• Conducting the Preliminary Rounds of Interview Session

• Short listing the suitable and genuine candidates

• Build and maintain databank of the professionals according to skill sets.

• Organizing interviews, coordinating with the candidates for the interview process and taking the feedbacks Follow up with candidates regarding their joining dates

• Raising the invoices on behalf of the candidates joined and doing follow ups with the client.

• Preparation of Daily, Weekly and Monthly Activity sheets.

**Exposure in Different Sectors**

* Biotechnology
* Medical Devices & Diagnostics
* Consulting & Pharmaceutical Related Services
* Clinical Research Organisations
* Medical/Nursing
* Sales & Marketing
* Engineering
* Quality Assurance & Control

**Major Clients Worked & Handeled**

* Novartis
* Merck
* Sanofi
* Progonosys
* Laurus
* DRL
* Emcure
* Fortis CRO
* Syngene
* Ranbaxy
* Zydus Cadila
* Glenmark
* Akumentis
* Abbott
* Amity Pharmaceuticals
* Kirby
* Wockhardt
* Hospira
* Shantha Biotech

**QUALIFICATION**

* Pursuing MBA.
* DIPLOMA in COMPUTER TECHNOLOGY from THAIMOOGHAMBIGHAI

POLYTECHNIC COLLEGE, Chennai,2010.

* S.S.C from S.S.D Grammar High School Hyderabad,2007.

**COMPUTER SKILL SET**

Languages Known: C, JAVA, Sql and Visual basic

Operating System: Windows 98, 2000, Linux, XP

Packages : MS Office, Open Office, Word

**PROJECT UNDERTAKEN**

1) Project Name : Petrol Bunk Automation System

Team Size : 4

Software used: Sql Visual basic

**PERSONAL PROFILE**

**Name**  : Divya Sree.K

**Address**  : No.B-30,IIphase,Allwyn colony,Kukatpally,Hyderabad.

**Date Of Birth** : 23 September 1991

**Gender**  : Female

**Maritual Status** : Single

**Nationality** : Indian.

**Mother Tongue** : Telugu.

**Languages Known** : English,Hindi,Telugu & Tamil.

**DECLARATION**

I hereby affirm that the information furnished above is true and correct to the best of my knowledge.

Place: Hyderabad.

Date:

**(DIVYASREE.K)**