RESUME

P.Madhavi
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Career Objectives:

A result driven professional with **1+ years** of rich experience into IT, Non IT & ITES Recruitments. **Presently associated with Jeevan Scientific Technology Private Ltd, Hyderabad as SR HR-Recruiter**. Proven ability to improve operations, impact business growth, and attention to the minutes detail and maximize profits through achievement in HR Operations.

Professional Summary:

- I working as a **Sr HR Recruiter in** "Jeevan Scientific Technology Pvt Ltd" From 20th March-2013 to till now

- I worked as a **HR Recruiter as well as Team coordinator** in "Netzworke systems Pvt Ltd" From 10th Jan 2012 to 2nd Jan2013

Team Size : 4

Achievements:

· Promoted as a Team coordinator in Network Systems Pvt Ltd

JEEVAN SCIENTIFIC TECHNOLOGY PVT LTD
Role and Responsibilities
March 20th 2013 –till date

Roles & Responsibilities:

- Responsible for end-to-end recruitment process in IT,Non IT & ITES
- Hands on experience in permanent staffing.
- Identify, screen, and match qualified candidates to specific job orders.
- Prescreening the candidates.
- Quality Analysis like Screening and Short listing of resumes.
- Having experience in sourcing profiles from various Job Portals like Naukri, Monster and etc...
- Interview scheduling, following up with candidate till joining.

- Arranging & scheduling Interview for candidates based on the availability of the technical panel
- Maintaining recruitment database and candidate records.
- To post Advertise on Job Portals, Bulk Mailing, Networking, and Referrals.
- Solve candidate's problems regarding salary issues, notice period, job profile.
- Creating daily and weekly reports.

Additional Roles:

Hiring internal Recruiters:

Hiring the people for Internal recruiter's position and done the initial screening through face -face discussion and selecting the best talent for further rounds with Team Lead, Manager.

Training and Development

Facilitating the training programs effectiveness over the productivity with a new recruits and allow the session to be fun and cost effective, less time consuming and motivating them to become a lucrative for the organization in a stipulated period. Propelling pressure free environment to a new recruits and Administration training methods like ON-THE JOB and OFF-THE JOB Training methods.

Methods used to recruit :

Job Portals, Internal database, Networking, Employee Referrals/ References.

Expertise at:

1. IT/ITES/Non IT (End-End)

Technologies worked:

- **Microsoft Technologies:** .Net, ASP.Net, C#, VB.Net , Visual Studio.
- **Web Technologies:** Core java, J2EE (EJB, JSP, Web Services, Xml, j2me, spring, Hibernate, struts).
- **Databases:** Oracle DBA, PL/SQL, SQL...
- **Operating System Tools:** UNIX, Linux, Solaris, HP-UNIX, Windows.
- **Oracle DBA Production Support:** Oracle 9i/8i/8/7.x, Oracle 9i/10g RAC,RMAN, Data guard etc...
- **Admin** : Data Base Administrators, System Administrators,
- **Testing Technologies:** Manual testing, Automation testing

End-End ITES

- Customer Support (US)
- Technical Support Voice/Non Voice (US/UK)
- Service Help Desk Management
- Networking Management
- Finance and Accounts(F&A)
- A/c Payable (AP) & A/C Receivable (AR)

Educational Qualification

- **MBA(HR)** from Lal Bahadur PG college, Warangal, in the year 2009 to 2011 with **67**%. Affiliated to Kakatiya University

- **B.Sc.(M.P.C)** from Srivani Degree College, Sulthanbad in the year 2005- 2008 **with 65%.**Affiliated to Kakatiya University.

Achievements

- Participation in class room exercises which consists of stages participations ,Role plays Seminars ,Group discussions

Extra curriculum activities

- Organized & participated in personality development sessions conducted by KU in B.SC& conducted by KU in my MBA
- Participated & conducted management meet in my college

Personal Skills

- Good Communication Skills
- Hard Work
- Punctuality
- Good Team Runner

Personal Profile

Name : P.MADHAVI
Father's Name : SRIHARI
Date of Birth : 12-04-1988
Sex : Female
Hobbies : Listening music, playing games
Marital Status : Un-married
Nationality : Indian
Languages Known : Telugu English and Hindi

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Place :
Date :

(POLOJU MADHAVI)