# DUSANAPUDI VANI ATCHUTA

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# Objective

To work for a growing company that will provide me with the possibility of growing within it and will allow the development of abilities and skills in favor of the company's mission and my development.

**PROFESSIONAL SUMMARY**

* Over **one year** of experience in life cycle of **recruiting**, **sourcing** and **employee engagement**.
* Hands on experience in all phases of **Recruiting and interested on employee engagement activites and coordinate with company's senior leadership and Operations.**

**Training:**

**Taken training on HR Core activities and employee engagement activities and HR operations.**

**PROFESSIONAL EXPERIENCE**

**Megasoft ltd. Role: HR Recruiter July 2019 – Till date**

**Responsibilities:**

* + Handle/manage core aspects like end to end *Recruitment* for the organization.
  + Sourcing of relevant candidates through various job portals like Naukri, indeed, Monster, social networking, posting in job sites
  + Responsible for screening the resumes.
  + Taking telephonic interviews to the candidates in order to assess the candidate's Suitability,Academics and Professional Qualification, Experience, Communication skills etc and scheduling the interviews.
  + Handling first round of *HR* Interview in order to assess the candidate's Suitability, Attitude and Communication skills etc.
  + Conduct Interviews & Coordinate with the technical panel, CEO etc.
  + Follow up with candidates to ensure acceptance of offers, joining etc.
  + Maintain and update the status of all ongoing position.
  + Responsible for the Joining formalities, onboarding of the new employees and collecting the required documents.
  + Handling employee database (both in soft form and files management)

# Educational qualification

**Master of Business Administration with specialization in Human Resource** from Rajiv Gandhi Institute of Management And Science,Kakinada,2018. (Approved by AICTE & Affiliated to JNTUK )

Bachelor of commerce from P.R degree college Kakinada, 2015. (Affiliated to Andhra University)

Board of Intermediate Education from Narayana Junior College at kakinada, 2012. Secondary School Certificate from Pragati Little Public School, at Kakinada, 2010.

# Project handled

**Title :** Employee Motivation

# Company name : BSNL

**Location :** Eluru

**Duration :** 45 Days

# Technical Skills

* + - MS-office
    - Tally ERP-9
    - Power Point Presentations(PPT)

# Strengths:

* + - Hard working
    - Good Communication

# Personal details

Date of birth : 29th November, 1993. Languages known : English, Telugu Marital status : Unmarried

# Declaration

I do hereby declare that all the information given above is true and correct to the best of my knowledge and belief.

**Date:** Signature

**Place:** Hyderabad **(D. Vani Atchuta)**