

CURRICULUM VITAE

Malla Srinivas

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Seeking an opportunity to work in IT Recruiter to challenging environment, learn new skills and enhance the same for company's growth and development.

Career Objective:

Experience as a Technical Recruiter as Recruitment with skills in qualifying, interviewing, reference checking, and salary/offer negotiations. Strong client interaction. In-depth knowledge of recruitment via Internet. Excellent time management and organization skills, highly dependable, enthusiastic motivator, and a strong team player. Self-disciplined and result-oriented, capable of undertaking and completing all assigned tasks. Success driven with a proven track record of meeting and exceeding both management and customer goals in a fast paced and rapidly changing environment.

Professional Summary:

- ❑ Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Team Handling, Reporting, Vendor Management, Sourcing, Interviewing, Data handling and reporting.
- ❑ Posting employment opportunities with various employment websites.
- ❑ Assessing skill level of prospective candidates, conducted interviews, and discussed job responsibilities

Education:

- M B A (HRM) under Gitam Universty, center for distance learning With 57 % (2015-2017)
- Bachelor of Arts under Gitam universty, center for distance learning With 70 % (2012-2015)
- 12th (MPC) in Sri Chaitanya College, Visakhapatnam with 49% ,2010
- 10th (S.S.C) in Sri prakash with 59% , 2008

Technical Skills:

Operating System: Windows XP, Windows 7, Windows 10

Microsoft Technologies: MSOffice (Access, Excel, Word)

Organizational Experience:

ILABZ TECHNOLOGY pvt limited, Visakhapatnam

Designation: IT Recruiter

Duration: July 2019 – Till date

Roles & Responsibilities:

- Handled end to end recruitment activities in corporate function
- End to end recruitment: Sourcing, Staffing, scoping, and on boarding candidates.
- Responsible for entire recruitment cycle right from sourcing the suitable candidate till joining and filling up the vacant positions at all levels.
- Sourcing resumes from portals Naukri.com, references, internal references, professional network & conducting Walk-In-Interviews.
- Screening of CVs, Scheduling Interview of the shortlisted candidates, and Salary Negotiation with the selected candidates and thorough follow up aiming at result orientation
- Monitoring and maintaining database for immediate & future requirements.
- Generating reports on the database of candidates interviewed/selected /waitlisted.
- Maintaining the Track of each candidate as Daily Report, Weekly Report & Monthly Report.
- Analyzing and modifying benefits to be cost effective for the company and the best coverage for employees.

Previous Organization

The placement park

Designation: Trainee Executive

Duration: February 2019 – May 2019

Roles & Responsibilities:

- Understanding JD
- Sourcing suitable profiles from different mediums
- Conducting interviews
- Sharing feedback to candidate post each round
- post completion of all rounds, salary negotiation
- Educate candidate about the firm, Follow up with candidate till joining
- Basically, End-To-End recruitment.

Strengths:

- Patience,
- Hard work,

- ❑ Strong determination ,
- ❑ Self-confidence

Hobbies:

- ❑ watching movies, playing Cricket , listening to Music

Personal Profile:

Address : Door no – 45-40-8, Akkayyapalem Sangam office, Visakhapatnam 530016

Date of birth : 25th July 1991.

Nationality : Indian

Gender : male

Languages Known: English and Telugu

Date:

Place: Visakhapatnam

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