**CURRICULUM VITAE**

**First Name of Application CV No 1644804**

Whatsapp Mobile: +971504753686



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**Professional Summary:**

 Having experience in recruitment Industry.

 Social media networking and sourcing using LinkedIn, Facebook, Twitter, Google+, and various local sites.

 Excellent Communication Skills and relationship building skills.

 Accomplished in Microsoft Office Suite, PowerPoint and Outlook.

**ACADEMIC CREDENTIALS:**

 Completed MBA from Sreenidhi Institute of Science & Technology in 2012-2014 Major

(Human Resource) Minor (Marketing).

 Completed Graduation from RG KEDIA COLLEGE, Chaderghat in Bachelor of Science, (Computers)

 Completed Intermediate from Vignan Bharathi Womens College, Padmaraonagar, Hyderabad.

 Completed SSC from Pragathi high School, Mylargadda, Secundrabad.

**TECHNICAL SKILLS:**

Operating Systems : Windows 7, Windows XP, Windows 2000, MS DOS. MS Technologies : MS Outlook, MS Excel, MS Word, MS PowerPoint. Languages : C, C++.

**EXTRA CURRICULUM ACTIVITIES:**

 Actively participated in various activities and Group discussions in College competitions.

**SKILLS:**

 Communicates effectively both verbally and in writing.

 Ability to handle multiple tasks in a dynamic environment.

 Excellent negotiation and problem solving skills.

 Knowledge of major operating systems like MS Word, Excel, Access, PowerPoint & Internet.

 Self-motivated and committed to work.

 Willing to work in challenging atmosphere.

 Interpersonal Skills with understanding & problem solving capability.

**Academics Project:**

 Employee Satisfaction With Reference To Performance Appraisal System.

**Project Description:**

A performance appraisal is a systematic and periodic process that assesses an individual employee’s job performance and productivity in relation to certain pre-established criteria and organizational objectives. This study focuses on understanding the process of performance appraisal at NFC and explores the impact of performance appraisal employee satisfaction. The survey is conducted in the NFC office located at Hyderabad.

**Professional Experience:**

**Company : Precision Techno Services Pvt. Ltd**

**Duration : Dec 2014 – Oct 2015**

**Designation : HR Recruiter**

Precision Techno Services is a leading IT staffing and Solutions Company. Leveraging on years of staffing and consulting experience, Company has pioneered in the field of IT and outsourcing services. With a wide range of project execution models and costing models, our solutions are very client-centric, cost-effective and process driven quality solutions.

**Job description:**

 As a Recruiter experience in IT Recruitment for most of our internal requirements.

 Responsible for Sourcing, screening, and evaluate candidates.

 Responsible of Recruitment, HR activities, Employee Relations, Benefits and compensation and discussing project work with candidates over the phone.

 Hands on experience working on job portals like Monster, Naukri, Timesjob and Shine.

 Creation of pool of candidates through passive searches with the help of professional networking web portals like Facebook and LinkedIn.

 Maintaining and refreshing job postings on a regular basis to get in touch with quality candidates.

 Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.

 Post hire activities included rolling out OFFER documentation.

**PERSONAL INFORMATION:**

Date of Birth : 03rd June, 1990  
Sex : Female

Marital status : Unmarried

Nationality : Indian

Languages known : English, Hindi & Telugu