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|  | E: gulfjobseeker-393080@2freemail.com **Visa Status:** Visit Visa |

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| **Professional Summary** |

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|  | Knowledgeable Recruiter offering 3+ years of Experience as HR Recruiter staffing teams for multiple companies and personnel experience levels. Leverage wide-ranging sourcing methods, interviewing techniques and offer negotiations to meet diverse client needs. Talented at managing communications, relationships and all facets of hiring process. |

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| **Skills** |

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| * Recruitment strategies
* Business requirements understanding
* Interviewing techniques
* Team leadership
* Outbound calling
* New hire orientation
* Compensation analysis
* Interview scheduling
 | * Excel spreadsheets
* Interviewing and on boarding
* Reporting and documentation
* Salary and benefits negotiations
* Online resources
* Administrative skills
* New hire training
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| **Work History** |

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|  | HR EXECUTIVE feb 2017 – may 2019 **Hyderabad, Telangana**HR EXECUTIVe assistant dec 2015 - JAN 2017**Hyderabad, Telangana**•Handling complete recruitment cycle for identifying and selecting talent for western region using the conventional recruitment channels like Job Sites, Employee Referrals, Head Hunting, Campus Recruitment and Networking.• Preparing offers for the selected candidates.• Preparing Appointment letters, Appraisal letters, Confirmation Letters and also facilitating background verification check.• Handling complete joining formalities of new recruits.• Conducting exit interviews with the aim of analyzing the feedback and identifying the areas of improvement. Maintaining termination cases, full and final settlement.• Plan and organize induction programmed to acquaint the new joiners with the organization's culture, its objective to ensure that they become productive in minimal possible time.• Advise employees on Hr policy and ensure compliance.• Handling attendance details of contractual and permanent employees. |
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| **Education**

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|  **Co – Curricular activite** |  |

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|  | **B.Tech Computer And Information Sciences** **JUNE/2015****DVR College Of Engineering & Technology, Hyderabad, Telangana** |

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|  | High School Diploma **M.P.C./Intermediate, Hyderabad**  |

1st Prize in debut competition at School level.  Participated Painting competition at District level. Certified OCJP(Oracle Certified Java Programmer) with 86%. |