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|  | 16  pp.jpgSandeep  **HUMAN RESOURCE MANAGEMENT**  E: [sandeep-393080@2freemail.com](mailto:sandeep-393080@2freemail.com) |

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| **Professional Summary** | |  |  | | --- | --- | |  | 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** | |  |  |  |  | | --- | --- | --- | --- | |  | |  |  | | --- | --- | | * Recruitment strategies * Business requirements understanding * Interviewing techniques * Team leadership * Outbound calling * New hire orientation * Compensation analysis * Interview scheduling | * M.S Office Expert * Interviewing and on boarding * Reporting and documentation * Salary and benefits negotiations * Online resources * Administrative skills * New hire training | | |

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| **Work History** | |  |  | | --- | --- | |  | 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**   |  |  | | --- | --- | | **Co – Curricular activite** |  |   **declaration**    **PERSONAL**  **INFORMATION** | |  |  | | --- | --- | |  | **B.Tech Computer And Information Sciences** **JUNE/2015**  **DVR College Of Engineering & Technology, Hyderabad, Telangana** |  |  |  | | --- | --- | |  | 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%.  **Name** Sandeep  **Age** 26  **Language** English & Hindi  **Visa status** Visit Visa (valid till 8th Sep 2019)  **Nationality**  Indian  I Hereby declare that the information furnished above is true to the best of my knowledge.  **Sandeep** |