**RESUME**

**P.Madhavi**

D\o Srihari Email:madhavi.poloju2010@gmail.com

Karimnagar Mobile: **9581503820**

**Career Objectives:**

A result drivenprofessional with **1+ years** of rich experience into IT, Non IT & ITES Recruitments. **Presently associated with Jeevan Scientific Technology Private Ltd, Hyderabad as SR HR-Recruiter**. Proven ability to improve operations, impact business growth, and attention to the minutes detail and maximize profits through achievement in HR Operations.

**Professional Summary:**

* I working as a **Sr HR Recruiter in** “Jeevan Scientific Technology Pvt Ltd” From 20th March-2013 to till now
* I worked as a **HR Recruiter as well as Team coordinator** in “Netzworke systems Pvt Ltd” From 10th Jan 2012 to 2nd Jan2013

Team Size : 4

**Achievements:**

 Promoted as a Team coordinator in Network Systems Pvt Ltd

**JEEVAN SCIENTIFIC TECHNOLOGY PVT LTD**

**Role and Responsibilities**

**March 20th 2013 –till date**

**Roles & Responsibilities:**

* Responsible for end-to-end recruitment process in IT,Non IT & ITES
* Hands on experience in permanent staffing.
* Identify, screen, and match qualified candidates to specific job orders.
* Prescreening the candidates.
* Quality Analysis like Screening and Short listing of resumes.
* Having experience in sourcing profiles from various Job Portals like Naukri, Monster and etc...
* Interview scheduling, following up with candidate till joining.
* Arranging & scheduling Interview for candidates based on the availability of the technical panel
* Maintaining recruitment database and candidate records.
* To post Advertise on Job Portals, Bulk Mailing, Networking, and Referrals.
* Solve candidate's problems regarding salary issues, notice period, job profile.
* Creating daily and weekly reports.

**Additional Roles:**

**Hiring internal Recruiters:**

Hiring the people for Internal recruiter's position and done the initial screening through face -face discussion and selecting the best talent for further rounds with Team Lead, Manager.

**Training and Development**

Facilitating the training programs effectiveness over the productivity with a new recruits and allow the session to be fun and cost effective, less time consuming and motivating them to become a lucrative for the organization in a stipulated period. Propelling pressure free environment to a new recruits and Administration training methods like ON-THE JOB and OFF-THE JOB Training methods.

**Methods used to recruit :**

**Job Portals, Internal database, Networking, Employee Referrals/ References.**

**Expertise at:**

1. IT/ITES/Non IT (End-End)

**Technologies worked:**

* **Microsoft Technologies:** .Net, ASP.Net, C#, VB.Net , Visual Studio.
* **Web Technologies:** Core java, J2EE (EJB, JSP, Web Services, Xml, j2me,

spring, Hibernate, struts).

* **Databases:** Oracle DBA, PL/SQL, SQL...
* **Operating System Tools:** UNIX, Linux, Solaris, HP-UNIX, Windows.
* **Oracle DBA Production Support:** Oracle 9i/8i/8/7.x, Oracle 9i/10g RAC,RMAN,

Data guard etc...

* **Admin**: Data Base Administrators, System Administrators,
* **Testing Technologies:** Manual testing, Automation testing

**End-End ITES**

* Customer Support (US)
* Technical Support Voice/Non Voice (US/UK )
* Service Help Desk Management
* Networking Management
* Finance and Accounts(F&A)
* A/c Payable (AP) & A/C Receivable (AR)

**Educational Qualification**

* **MBA(HR)** from Lal Bahadur PG college, Warangal, in the year 2009 to 2011 with **67**%. Affiliated to Kakatiya University
* **B.Sc.(M.P.C)** from Srivani Degree College, Sulthanbad in the year 2005- 2008  **with 65%.**Affiliated to Kakatiya University.

**Achievements**

* Participation in class room exercises which consists of stages participations ,Role plays Seminars ,Group discussions

**Extra curriculum activities**

* Organized & participated in personality development sessions conducted by KU in B.SC& conducted by KU in my MBA
* Participated & conducted management meet in my college

**Personal Skills**

* Good Communication Skills
* Hard Work
* Punctuality
* Good Team Runner

**Personal Profile**

Name : P.MADHAVI

Father’s Name : SRIHARI

Date of Birth : 12-04-1988

Sex : Female

Hobbies : Listening music, playing games

Marital Status : Un-married

Nationality : Indian

Languages Known : Telugu English and Hindi

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

Place :

Date :

**(POLOJU MADHAVI)**