**Email Id :** mulintirevathi@Gmail.com

**Revathi.M**   **Mobile :** +91-9502658034

**OBJECTIVE:-**

* Having **3.8** Years of Experience in Human Resources and Administration and Office management experience in development of individual training program goals, overall program objectives and module objectives.

**PROFESSIONAL SUMMARY:**

* Good Experience with Naukri, Shine and Linked In etc**.**

**EDUCATION:**

* **Master of Engineer** from **Jawaharlal Nehru Technological** **University** **Hyderabad**.

**ROLES & RESPONSIBILITIES:**

* Sourcing, interviewing, and hiring of IT professionals for multiple projects and assignments in the information technology services industry.
* Recruited candidates for Testing Methodologies, Java developers, Full stack developers, Microsoft Technologies, Data Warehousing Tools, Administrators, Database, Technical Support, Oracle, Mobile Application, etc.
* Efficiently negotiating remuneration with candidates for both permanent as well as contractual jobs.
* Composing as well as update the database of IT professionals for near future hiring.
* Building and managing candidate networks and queues with a wide variety of IT skills.
* Performed recruitment tasks by applying the policies, rules and procedures of the organization.
* Responsible for recruiting and maintaining good relationship with existing candidates of the organization.

**PROFESSIONAL EXPERIENCE:**

**Sr Associate – Talent Acquisition (Apr/2022 – oct/2022)**

**Waisl Limited.**

* Responsible for recruiting and maintaining good relationship with existing candidates of the organization.
* Discussing with the HR managements about the description and responsibilities for a job and the level of

performance expectation from the candidate.

* Performed recruitment tasks by applying the policies, rules and procedures of the organization.
* Contacts new-hire and manager with onboarding instructions.
* Coordinate pre-day 1 activities with Hiring Manager and communicate the day 1 logistics to the new hire.
* Cross-trained to provide support for other Recruiting Coordinators

**IT Recruiter(May/2021 – Apr/2022)**

**Cedron Software Solutions Pvt Ltd.**

* Sourcing, Create and execute sourcing strategies to fill current openings and help build healthy pipeline of qualified candidates for future openings.
* Working in a team with a researcher: recruitment strategy development, setting goals, results controlling.
* Handled the tasks of screening, selecting and submitting candidates to job orders within a defined discipline.
* Assigned the tasks of utilizing on-line database, candidate referrals, internet and networking to identify potential candidates.
* Assigned the tasks of negotiating offers with candidates to meet target gross margins of the organization.
* Work with hiring managers and HR Business Partners to identify ideal candidates profiles.
* Responsible for recruiting and maintaining good relationship with existing candidates of the organization.
* Discussing with the HR managements about the description and responsibilities for a job and the level of

performance expectation from the candidate.

* Performed recruitment tasks by applying the policies, rules and procedures of the organization.
* Finding suitable requirements for candidates on bench.

Monitoring and follow-up till final selection.

**IT Recruiter and US IT Recruiter**

**Hiyamee pvt ltd(Nov/2020 – Mar/2021)**

* Work directly with Market Manager, to establish individual activity and results expectations
* Create and execute sourcing strategies to fill current openings and help build a healthy pipeline of qualified candidates for future openings
* Help hiring managers make trade-offs between quality and speed
* Influence the quality of the team culture by supporting local leaders to improve leadership and development competencies and attract and retain the best talent
* Working in a team with a researcher: recruitment strategy development, setting goals, results controlling
* Provide applicants with critical information about the company to close applicants and provide candidates with onboarding expectations
* Work with hiring managers and HR Business Partners to identify ideal candidate profiles

**IT Recruiter**

**Codingmart** **Technologies pvt ltd (Oct/2019 – Jun/2020)**

* Discussing with the HR managements about the description and responsibilities for a job and the level of

performance expectation from the candidate.

* Performed recruitment tasks by applying the policies, rules and procedures of the organization.
* Finding suitable requirements for candidates on bench.
* Monitoring and follow-up till final selection.
* Handled the tasks of screening, selecting and submitting candidates to job orders within a defined discipline.

**HR Admin**

**Speed Networks (Apr/2018 – Sep/2019)**

* Provide reports to various Managers and Executives across the organization.
* Provides administrative support and assists with Recruiting initiatives for Recruiting Operations and in support of Talent Acquisition.
* Provide backup assistance to the Recruiters by conducting pre-screen interviews, reference and checks, and any other tasks as requested.
* Contacts new-hire and manager with onboarding instructions.
* Coordinate pre-day 1 activities with Hiring Manager and communicate the day 1 logistics to the new hire.
* Cross-trained to provide support for other Recruiting Coordinators.

**DECLARATION:**

I hereby declare that the information mentioned above is correct up to my knowledge and bear the responsibility for the correctness of the mentioned particulars.

**Place: Bangalore Yours Sincerely,**

**Date : (Mulinti Revathi)**