**JYOTHI MAHI PANDA**

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Phone: 7093424221

**CAREER OBJECTIVE:**

Seeking a challenging career in an organization, where I can learn, create an impact and contribute effectively to the organization.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATION** | **COLLEGE UNIVERSITY/BOARD** | **YEAR** | **PERCENTAGE** |
| MBA(HR) | CMR College of Engineering & Technology | 2017-19 | 8.7 CGPA |
| B.TECH  (CSE) | Malla Reddy College of Engineering for Women(JNTUH) | 2013-2017 | 68% |
| INTERMEDIATE (M.P.C) | Narayana Junior College | 2011-2013 | 80% |
| 10th Class (SSC) | Tagore’s High School | 2011 | 81% |

# SKILLS:

|  |  |
| --- | --- |
| Business Skills | End to End Experience of recruitment process and SAP HR |
| Programming Language | C, Java, DBMS |
| Word Processors | MS-Office (Word,Excel,PP) |
| Recruitment Portals | Naukri, Monster, Linkedin, |
| Operating Systems | Windows 98/XP/2003/7 |

# UNIQUE SELLING POINTS:

* Team player.
* Time and work management.
* Analytical Thinking
* A better understanding of corporate Business processes

# WORK EXPERIENCE:

1. Company: **High Radius Technologies**

Designation: **Associate Executive TAG**

Duration: 13th May,2019 – 13th May,2020.

# Responsibilities:

* Responsible for End to End Recruitment which includes the process of sourcing, Head hunting, screening, selecting the right candidate till the candidate got offered and joins the firm.
* Managing relationships with stakeholders such as Business Unit Heads, Hiring Managers, and Talent Sources while in process of acquisition.
* Sourcing and Selecting the right talent taking cost factor of company into consideration.
* Sourcing resumes from various recruitment portals like Naukri, Monster, LinkedIn, Job Postings, etc…
* Responsible for conducting initial assessment of a candidate on Communication, Attitude and Commitment towards work.
* Scheduling the interviews for shortlisted candidates in coordination with the Hiring managers.
* Following up with the candidate for Salary negotiation & other aspects till the offer gets released.
* Candidate Engagement post-offer stage and Keeping them updated to ensure offer conversion.
* Responsible for joining candidate’s Documentation and Orientation work.
* Did Job postings on Naukri, Monster, Linkedin.
* Worked on Non-IT Requirements like Admin Facility, Market Research.
* Worked on IT –Requirements like Java, Testing, IT-Security, SAP, Linux Administration, Devops Engineer, Desktop Engineer, MySQL Administration.

# SKILLSET WORKED UPON:

* JAVA,J2EE,Spring,Struts,Hibernate,Javascript,HTML,CSS,LINUX,UNIX,EXTJS,Automation testing, Manual Testing, Penetration Testing, Security Testing, OWASP Test ,MYSQL DBA,ORACLE DBA, primary Research, Secondary Research, Desktop Troubleshooting, SAP.

# INTERNSHIPS:

* Worked as an **Intern** in **Value Labs** for 3 months for End to End recruitment role.
* Worked as an **Intern** in **Xms** **solutions** for 2 months in HR and marketing roles.

# TRAINING :

* I Have taken training on SAP HR and have good knowledge on SAP ERP, Personal Administration, Organization management, Time Management.

# CERTIFICATIONS :

* I Have successfully completed Hirist.com tech recruiter certification program on june 27th 2020. Certificate ID: cert- 2yx965nx(No expiration date)
* I have successfully completed Devskiller certification course program on 9th August (certification ID: **Nqu6TJKLlDTFud4rWe6Gp) ( Expiration date Aug 2022)**
* I Have successfully completed LinkedIn certification program on Finding and retaining high potentials on August 2020( No Expiration date)
* I Have successfully completed LinkedIn certification program on Human resource on demand economy on August 2020( No Expiration date)
* I Have successfully completed LinkedIn certification program on Human resource Running company onboarding August 2020( No Expiration date)
* I Have successfully completed LinkedIn certification program on Understanding HR system features and benefits August 2020( No Expiration date)
* I Have successfully completed LinkedIn certification program on Interviewing job candidate for recruiters August 2020( No Expiration date)
* I Have successfully completed LinkedIn certification program on Learning LinkedIn Recruiter August 2020( No Expiration date)
* I Have successfully completed LinkedIn certification program on Strategic human resource on August 2020( No Expiration date)
* I Have successfully completed LinkedIn certification program on Talent sourcing on August 2020( No Expiration date)
* I Have successfully completed LinkedIn certification program on Social recruiting for recruiters on August 2020( No Expiration date)

# EXTRA CIRRCULAR ACTIVITIES:

* Participated in technical fest as Volunteer in the event of technical quiz and poster
* Presentation held during exodia 2K15 in MRCEW College for women.
* Participated in the Magnifica event as a Volunteer & Mysql quiz competition held in
* MRCEW College for women.
* Participated in the Business quiz event held at Marri Laxman Reddy Institute of Technology and Management.

# PERSONAL INFORMATION:

1. Name : Jyothi Mahi Panda
2. Father’s Name : Rangadhar Panda
3. Date of Birth : 13-06-1995
4. Sex : Female
5. Nationality : Indian
6. Languages Known: English, Hindi, Oriya ,Telugu
7. Hobbies : Cooking, Gardening

# DECLARATION:

I hereby declare that all the particulars furnished above are true to the best of my knowledge

Place: Hyderabad Jyothi mahi panda