PRAVEENKUMAR CHIPURU

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Human Resource Executive with proven expertise in recruiting and hiring practices, personal development, and retention approaches. Proactively handling sourcing, manpower planning and coordination for recruitment process. Motivated and goal driven with a strong work ethics, continuously striving for improvement coupled with excellent HR aptitude with an eye for detail and the commitment to offer quality work. Possesses strong communication, interpersonal and relationship management skills.

CORE COMPETENCIES

- Recruitment & Selection
- Talent Management
- Adaptability to change
- Interpersonal and communication skills

PROFESSIONAL EXPERIENCE

Medha Servo Drives Pvt Ltd | Hyderabad   **Oct 2019 – Present**

Executive-HR

- Handling Recruitment for India/US.
- Understanding the Manpower Requisition from concerned departmental heads.
- Posting the requirements in designated platforms and updating the same in Company Career Portal.
- Coordinating with departmental heads in the profile screening process.
- Screening profiles through telephonic conversation & scheduling the Technical interviews with concerned Departmental heads / Interview Panel.
- Handling the Final HR Assessment round.
- Initiating the Background Verification for the selected candidate, collecting the documents of education, experience, ID proofs. Contacting his employer & professional references for employment verification.
- Negotiation, Confirmation & Releasing offer letter to the Candidate.
- Confirmed profiles are forwarded to MD for the approval and processed further.
- Finishing Joining Formalities and On-boarding process.
- Consistently maintained a database of qualified and available candidate's in recruitment process.
- Supporting the new hires for providing the necessary resources.
- Handling Campus Recruitment Process.

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Captevo IT Pvt Ltd | Hyderabad   **May 2017 – Sept 2019**
HR Executive

- Handling entire Recruitment life cycle.
- Posting job openings as required in designated and appropriate avenues.
- Understanding manpower requisition from the Operations manager & Screening candidates according to job requirements, conducting telephonic interviews & face to face interaction.
- Encouraging the employees to provide reference for better prospects & Arranging for technical interview and coordinating with the concerned employees.
- Initiating the Background Verification, for the selected candidate by collecting the documents of education, experience, ID proofs and if cleared, releasing the offer letter.
- On joining the services, issuing appointment letter with brief working agreement or policies. Giving a description on the company/leave policies, Procedures and culture followed by the company.
- Joining formalities for the newly joined candidates, maintaining & updating personal records of the employees.
- Keeping a track of the attendance of the employees, a track of the leaves taken, Sending attendance/leave details every month to Manager.
- Responsible for keeping an organized calendar of appointments and events.
- Responsible for communicating among people within and outside the company face-to-face, over the phone and email.
- Support the new hires for providing with the necessary resources.
- Successfully managed multiple tasks.
- Consistently maintained a database of qualified and available candidate's in recruitment process.
- Directly supervised a team of recruiters.

EDUCATION

- **Master of Business Administration (Human Resource Management)**, University College of Commerce & Business Management, Kakatiya University, Warangal.
- **Bachelor of Technology (Computer Science & Engineering)**, JNTU Hyderabad.

TECHNICAL SKILLS

- Operating System: Windows and Ubuntu.
- Tools: MS Office and LibreOffice.