Contact

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(LinkedIn)

Top Skills

Recruiting

Talent Management

Talent Acquisition

Languages

Hindi (Full Professional)

Telugu (Native or Bilingual)

English (Full Professional)

Certifications

AUTOCAD,PRO-E

Subash Akkireddy Venkata

Team Lead - TAG at Ojas Innovative Technologies Pvt Ltd
Hyderabad, Telangana, India

Summary

Experienced Human Resources Recruiter with a demonstrated
history of working in the human resources industry. Skilled in Human
Resources, Talent Management, Sourcing, HR Consulting, and
Screening. Strong human resources professional with a Bachelor's
degree focused in Mechanical Engineering from Aurora Engineering
college.

Experience

Ojas Innovative Technologies Pvt Ltd
Sr Staffing Specialist
November 2018 - Present
Hyderabad Area, India

Han Digital Solution (p) Ltd
Recruitment Executive
October 2015 - November 2018 (3 years 2 months)
Hyderabad Area, India

Job Responsibilities:
Individually handled End to End Recruitment, right from sourcing, screening,
short listings,scheduling, interview follow-ups, closures & joining of candidates.
Gathering Client requirements & analyzing the requirements.
Sourcing the profile according to the client's requirement through various
available channels like portal, database, references, headhunting, job posting
on the popular portals, etc.
Screening & segregation of profiles to suit the project's requirements.
Tele-interviewing the candidates initially to check their communication skills,
technical skills and interest level.
Co-ordinate with the candidates for availability and interviews.
Scheduling the candidates for interviews with the client.
Follow up with the Clients on a daily basis to know the interview feedback /
status.
Intimating the results and status of the interview to the candidates.
Constant follow-up with the candidates - until on-board.

\# Responsible for preparing & submitting team report.

\# I have been recruiting contractual and permanent professionals across various. Levels in several streams like Development, Administration, Testing, and Support etc.

\# Maintaining a database of all professional candidates for future reference through Internet sourcing & referrals.

\# Interacting with client in the Absence of Resource manager.

\# Coordinating with client for Walk in drives.

Education

Jawaharlal Nehru Technological University

Bachelor of Technology - BTech, Mechanical Engineering · (2011 - 2015)