

TECHNICAL HR RECRUITER CUM WEB DESIGNER

NAME: KOLANU SWETHA REDDY

MOBILE : + 91 7416974707

EMAIL: SWETHAHR2020@GMAIL.COM

VISA STATUS: HAVING PASSPORT LOOKING FOR VISA

LOCATION : VANASTHALIPURM, HYDERABAD-500070

EXPERIENCE : 5+ YRS

RELOCATION : YES, WILLING TO RELOCATE



PROFESSIONAL SUMMARY:

- 5+ years of professional experience in Website Designing platform with extensive experience in html, CSS, Bootstrap, Java Sprit Developing, Communication, Web Information, Architecture Development, User Interface, Joomla, CMS, Website Maintenance, Web Style Sheet, Page Code, Editing, Creating, Banner, Ads, Icons, Images, Project Managing implementations.
- Experience working in developing/writing internal and external facing communications.
- Having experience in HR Recruitment services, Worked as Technical Recruiter & Technical Consultant
- Web information architecture development, experience in web user interface/ user experience development.
- Website maintenance, developing and editing web style sheets and page code, experience creating and editing banners, ads, icons, and other images. project managing web and/or communications tasks and plans.
- A static website stores a unique file for every page of a static website. Each time that page is requested, the same content is returned. This content is created once, during the design of the website. It is usually manually authored, although some sites use an automated creation process, similar to a dynamic website, whose results are stored long-term as completed pages.
- These build on top of general-purpose coding platforms and assume that a website exists to offer content according to one of several well recognized models, such as a time-sequenced blog, a thematic magazine or news site, a wiki or a user forum. These tools make the implementation of such a site very easy, and a purely organizational and design-based task, without requiring any coding.
- Experience in HTML integrations
- Experience in customer community support (Service)
- To develop rich user interface and better interaction of pages, Upgraded some Apps from Html Classic to Lightning Experience.
- Marketing and communication design on a website may identify what works for its target market. This can be an age group or particular strand of culture; thus the designer may understand the trends of its audience.
- Careful consideration might be made to ensure that the aesthetics or overall design of a site do not clash with the clarity and accuracy of the content or the ease of web navigation

EDUCATION & CERTIFICATIONS:

-Scient Institute of Technology	B tech (ECE)	71%	JNTU
-Sri Chaitanya Junior College	Intermediate (MPC)	67%	Board of Intermediate
-Vidya Dayini Model High School	Matriculation	77%	Board of Tenth

TECHNICAL SKILLS:

Website Development: LWC, Aura components, Apex Language, Classes, Triggers, SOQL, SOSL, (Pages, Components and Controllers), Custom Objects, Dashboards, Reports, snapshots, Apex Data Loader, Validation Rules, Dahboards, Reports, Workflows and Approvals.

Salesforce Tools: Visual Design, UX, Design Software, Software Developer, Design Software, HTML, JAVASCRIPT, Time Management, Communication, SEO, Social Marketing, Business & Client Management

Programming Languages: Html, C, C++, Java, SQL, HTML, Website Designer

Web Technologies & Methodologies: XML, HTML, JavaScript, CSS, Html/Web

Operating Systems: MS Windows Vista/7/8, Windows Server 2003/2008, Linux.

Databases: MS SQL Server 2008, My SQL, Oracle 10g/11g, MS Access.

Other tools: Word Press, In vision Studio, Photoshop, Proof hub, Sketch, Abode Dreamweaver, Bluefish, Google Web designer, MS Office Suit (Word, Excel, PowerPoint, Access, Visio, Project)

PROFESSIONAL EXPERIENCE:

KANVISA- (Consultant) - Hyderabad-India

2nd Jan 2015 – June 11th 2017

Technical Consultant

Responsibilities:

- Developed APEX Classes, Controller Classes and APEX Triggers for various functional needs in the application
- Developed Lightning Components, made them compatible with salesforce1 mobile app and developed Lightning apps.
- Keeping up to date with alterations to immigration laws.
- Meeting with prospective and extant clients to gauge which services they require.
- Providing clients with all pertinent documentation.
- Assisting clients with the completion of paperwork and ensuring that this is submitted on time.
- Verifying the authenticity of paperwork and supporting documents.
- Ensuring that pets undergo medical checkups, and then making appropriate accommodations to ensure that they are transported in a safe and legal manner.
- Helping clients to find appropriate shipping solutions, Preparing and providing invoices for your services.
- Advanced knowledge of animal relocation procedures.
- Having Top-notch research, fact-checking, and writing abilities & Outstanding verbal communication, Capacity to support worried clients.
- Strict observance of all applicable deadlines Solution-oriented approach to fulfilling duties.
- Responsible for full cycle recruiting: sourcing, screening and hiring top technology.
- talent for positions ranging in scope from help desk to Architect Level Senior Project Managers and non-IT Technologies as well.
- Recruitment: own the recruitment strategy deliver hires, setting best in class standards around talent acquisition.
- Provide group and one-on-one coaching to Executives and Managers to support leadership development, business decision-making, people management, problem solving and performance management.
- Reward: develop and track reward to attract and retain talent. Lead the development and implementation of local reward and non-monetary recognition strategies to ensure a focus on the key business success drivers and appropriate business behavior.
- Continually assess the competitiveness and effectiveness of all programs and practices against the relevant comparable companies, industries and markets. Deliver robust talent management and development initiatives to ensure key talent development, succession planning, career management and performance management.

Sr HR Web Designer & BDM**Responsibilities:**

- Developed Visualforce Pages, Custom Controllers, advanced Search Functionality, Custom Objects, Analytic Snapshots, Tabs, Tags and Components
- Web Development & Mobile Apps project, digital marketing projects acquisition & closing.
- Sound technical knowledge of advanced Web/Mobile/digital marketing technologies trending today.
- Explore & target new business leads opportunities in software/mobile/web development domain (US/UK markets) through different-2 channels [Online Bidding Portals /Social Media etc.]
- Must be analytical enough to understand project requirements and prepare the detailed proposal, pre-sales discussions, negotiations, closing the sales and handing over the client to the delivery team.
- Build and maintain excellent relationships with clients and prepare convincing write-ups/ messages. • Identify, create and pursue new business opportunities and clients.
- Should have the experience in handling the lead generation team, motivate them, support them for qualified leads.
- be flexible working hours when required, Self-motivated to meet sales target regularly.
- Strong negotiation skills, Able to propose project budgeting to the client. Excellent verbal and written English skills for effective communication with overseas clients.
- creating website designs & producing sample sites
- meeting with clients to discuss requirements and/or project progress
- demonstrating and receiving feedback about draft sites
- keeping up to date with recent technological and software developments
- developing skills and expertise in appropriate software/programming languages such as HTML and Javascript
- creating products that are user-friendly, effective and appealing.
- digital retouching and image editing, working as part of a multidisciplinary team
- Designing engaging and responsive landing pages, Integrating client CMS programs and data feeds into websites
- Optimizing sites for maximum speed and scalability
- Employing industry and design best practice through website build process, Conducting website testing
- Liaising with back-end developers to ensure web and app logic is properly integrated, Ensuring website function and stability across devices i.e. desktop, mobile, tablet
- Working with marketing and research teams to incorporate brand elements and relevant market research findings into website.
- Providing internal support and external customer service throughout the build and launch process of the website.

Madhu Info Pvt Ltd- Hyderabad-India

20th Sep 2017 - Jan 31st, 2018

Sr Web designer cm Bdm Manager**Responsibilities:**

- Designed junction objects and implemented various advanced fields like Pick list, Custom Formula Fields, Field Dependencies, Validation Rules, Work Flows, Sharing rules and Approval Processes for automated alerts, field updates, and Email generation as per application requirements
 - Continuous improvement of team efficiency by establishing best-practices
 - Manage escalations on development related items in case resource conflict occurs
 - Review and report on development items and problems, keep track of E-commerce business team assignments
 - Responsible for the management and the business rules of website applications
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- Evaluation and research of the rules and usage of the applications for constant improvement
- Project management of the priority web projects
- Liaising with cross-functional business stakeholders
- Assures quality by developing and completing test plans, maintaining project and technical documentation.
- Participates in all phases of projects including development, design, testing and production release.
- Manage and balance internal and external resources to meet project timelines.
- Optimize multiple branded websites that showcase products, services, technical information from a marketing perspective
- Manage the work and tasking for a team of html Development resources.
- Work closely with the Web Development team to ensure development resources are optimally utilized
- Lead, manage and motivate a small team of Back End Web Developers and Front-End p0Developers/designers
- Facilitate the incident management process across the Web Development teams. Perform root cause analysis and recommend preventative measures for major issues
- Manage the development lifecycle for the application portfolio
- Knowledge of software development cycle and tools, include source code version management , CI and deployment (Jenkins)
- Reports to the Sr. Web Development manager
- Provide support for disaster recovery testing, capacity planning and performance tuning for web applications
- Lead continuous web sites improvements and optimizations include SEO, traffic increasing, lead generation/conversion and brand integrity/improvement
- Ensuring the smooth delivery of web content through stakeholder management and technical direction to both mid-level and junior web developers

Scoop Technologies, Hyderabad-India

27th Feb 2018 to 24th July 2018

Sr Web & Domestic Technical Recruiter

Responsibilities:

- Excellent verbal and non-verbal communication and email, messaging, and telephone etiquette. Able to communicate with people at all levels
- Proficient in time management; the ability to organize and manage multiple priorities
- Good knowledge of databases and data modeling
- Solid knowledge and understanding of HTML, CSS, Java and JavaScript
- Good knowledge of contemporary information systems industry trends, products, techniques, technologies, and processes
- Strong leadership skills with the ability to establish and track goals
- Detailed and thorough in work habits with multi-tasking ability
- Detail oriented and a self-starter
- Excellent problem solving and communication skills
- Demonstrated ability to work in teams with a collaborative interpersonal style
- Handled the full life cycle recruiting process for qualification of skilled consultants.
- Extensively used the various Job Portals/Boards.
- Interaction with consultants via telephony or email, understanding profile, making them understand job role, taking preliminary interview, and confirmation for forwarding their resume to relevant client.
- Negotiating billing rates on Contact, C-C & permanent for consultants and their prospective.
- Conducted and coordinated interviews of consultants for employment with the Account Managers.
- Identified & qualified matching software professionals, and then tied them
- Manage resume database using in house build intranet system.

- Possess strong technical/business acumen and understanding of technical requirements; deep sourcing skills and experience sourcing passive candidates; excellent candidate assessment skills.
- Communicating with hiring managers to identify future job openings and the technical requirements for those jobs.
- Writing job descriptions and posting to relevant media platforms.
- Screening applicants for competency with the job requirements.
- Arranging telephone, video, or in-person interviews.
- Performing background and reference checks.
- Presenting the resumes of the most suitable candidates to the hiring manager.
- Offering job positions and completing the relevant paperwork.
- Keeping track of all applicants as well as keeping applicants informed on the application process.
- Forecasting recruitment budgets.

Virtusa Polaris, Hyderabad-India

27th July 2018 to 3rd Dec 2019

Sr HR Consultant

Responsibilities:

- Involved in the development of Panels for the application
- Ability to build campaign strategies based on client goals and objectives.
- Develop recruiting strategies that meet anticipated staffing needs
- Review job orders and employment applications to match applicants with job requirements
- Search for job candidates using various sources such as databases, internet recruiting resources, networking, job fairs, media advertisements, recruiting firms or employee referrals
- Select job applicants, confirm their qualifications and refer them to hiring managers, making recommendations when appropriate
- Interview job applicants as part of the screening process to get information on their work history, job skills, training and education, and inform them of the position's duties and responsibilities, compensation, benefits and working conditions
- Analyze employment data related to the position and create reports based on your findings
- Advise management on implementing, organizing and preparing recruiting programs while providing them with training on interviewing, counseling techniques, performance appraisals or documentation of performance issues
- Contact applicants to inform them of their application statuses and conduct background or reference checks on job applicants, particularly those who will be given job offers

Freelancer, Hyderabad-India

June 5th 2020 to Present

Sr Web Designer

- Contact applicants to inform them of their application statuses and conduct background or reference checks on job applicants, particularly those who will be given job offers
- Work with clients and project managers to build and refine graphic designs for websites. Must have strong skills in Photoshop, Sketch, InvisionApp, UX Pin, or equivalent application(s).
- Convert raw images and layouts from a graphic designer into CSS/XHTML themes.
- Determine appropriate architecture, and other technical solutions, and make relevant recommendations to clients.
- Develop and maintain robust Webstyle guides for all our consumer- and business-facing products.
- Provide thought-leadership on Web design best practices and next-generation digital trends.
- Create high-fidelity mock-ups for vetting and user testing and finished .psd files for development.
- Assist in the development of a new brand and how to convey it cohesively across our multiple Web properties.

Website Design Works:

- <http://www.navguruglobal.com/>
- <http://www.saivaishnavicreations.com/>
- <http://www.omsriastrologycenter.com/>
- <http://www.omsridurgajyothishalam.com/>
- <http://www.voltasservicecenterinhyderabad.com/>
- <http://www.lensiwear.com/>
- <http://sridurgabhavaniaastrologycentre.com/>
- <http://mypropertyneeds.in/>
- <http://www.srinfradevelopers.com/>
- <http://www.gnrinfradevelopers.com/>
- <http://www.raloagrogenetics.com/>
- <http://agribrandindia.com>
- <http://www.prashastaevents.com/>
- <http://www.jagannatharts.com/>
- <https://ar-refrigeration-repair-service.business.site>
- <http://www.srimallikarjunapoultryequipments.com>
- <https://krinteriors.in/>
- <https://ar-developers-real-estate-open-plots-and.business.site/?m=true>
- <http://www.srimallikarjunapoultryequipments.com/>
- <https://rainbow-party-planners.business.site/?m=true>
- <http://suryasportsindustries.com/>
- <https://card.linkconnect.in/my-furniture-studios>
- <http://www.petraairconservice.com/>
- <https://sri-mallikarjuna-poultry-equipments.business.site/?m=true>
- <http://rainbowpartyplanners.com/>
- <https://sri-rama-material-suppliers.business.site/?m=true>
- <http://mahesheventdecorations.com/>
- <https://mahesh-event-decorations.business.site/?m=true>

Declaration

I hereby declare that the information stated here with is true and correct to the best of my knowledge and belief.

Location: Hyderabad

Swetha Reddy: +91 7416974707