

Avinash Perapatruni  
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## CAREER OBJECTIVE

Seeking a challenging position, where I can make effective use of my experience and skills towards achieving the goals and objectives of the organization. Willing to work as a key player in a challenging and innovative Work environment

## PROFESSIONAL EXPERIENCE

### Human Resources

(May 2014 – Till Date)

- 4.2 Years of experience which includes HR operations, Administration, IT Recruitment, Team Management, HR Coordination and RPO.
- Capable to handle End to End HR activities, having hands on experience in Recruitment, Onboarding, Employee Engagement, Grievance Handling and Payroll Management.
- Having good experience in finding the best suitable resource using Monster.com, Naukri.com, LinkedIn, and Referral Hiring.
- Expertise in using internal job databases (Talent Recruit/Zoho) to manage end to end Recruitment & maintaining the reports by using its Application Tracking System(ATS).
- Taken care of sourcing people from different industries, screening profiles, handling interviews, negotiating resources, background checking, on-boarding & maintaining good rapport with candidates.
- Best client meeting experiences with various clients like Aricent, Mind tree, L&T and Midteck.
- Strong in Negotiation, Holding a resource till they On-Board handling and Managing Clients.
- Good in maintaining employee database, daily reports & look over the smooth flow of internal databases.
- Good team player and skilled at multi-tasking.

### Work Experience

- Sr. Executive HR at Areteans Technologies Kolkata from March 18 to till date.
- Sr. Associate – TA at Primus global technologies from April 17 to March 18.
- Senior Hr executive at IDEXCEL Technologies from December 16 to April 17.
- Recruitment Specialist at LR Consulting from August 14 to December 16 (Worked as RPO in MINDTECK India limited from February 16 to december16).

### Roles & Responsibilities

- On Boarding -Joining & Exit formalities.
- Organizing Induction programs.
- Preparing and issuing all kind of letters like Offer/Appointment Letter, Promotion/Increment Letter's, Disciplinary & Exit Letters.

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- Preparing & Maintaining HR related MIS Reports Like CTC Tracker, Interview Tracker, Joiners Report & all reports as per requirement.
  - BGV was carried out for the employees as per the policy, education & experience.
  - Handling Payroll & Employee Grievances, Negotiating & Finalising Salary with the potential employees.
  - Taking corrective measures & plan as per the monthly review.
  - Interact with employees across levels to understand their concerns and ensuring consistent implementation of HR policies and programmes.
  - Responsible for Manpower planning, inventories, demands, performance appraisal, staffing plan, career planning and development .
  - Support management and staff in their day-to-day business activities.
  - Conduct HR survey on different parameters to know the areas where company can improve on.
  - Preparing reports on the number of closures, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates on weekly bases.

### **Recruitment**

- Understanding business requirements and specifications, Meeting company's targets.
- Handling junior level to senior level hiring
- Recruitment, job analysis, administration and employee relationship management, Updating, creating, changing HR policies .
- Interviewing and short listing of walk-in candidates and Coordinating Interviews with clients.
- Sourcing Prospective profiles through Job portals.
- Keeping track of the complete placement cycle, from first round of interview till joining.
- Manage end-to-end recruitment process (sourcing, screening, interviewing, final selection and offer).
- Promptness in closing the open positions by identifying the best talent from diverse sources.
- Building a good Rapport with the clients and have to work as a bridge or medium between the clients and the company and placing the candidates in a good company according to the profile they want or have
- Worked in business development activities successfully.

### **Client Management**

- Sourcing capability to satisfy the clients desired target with in the TAT.
- Ability to interact with Clients & Vendors.
- Go – Getter attitude
- Rigorous Follow up with the 'yet to joiners' and ensure their timely joining with the Organization.
- Keeping track of the complete placement cycle, from first round of interview till joining.
- Creating a portfolio of client accounts and monitoring the ongoing activities related to them.
- Managing, reviewing progress and delivering the client's advertisement projects.
- Conducting meetings with the clients as well as informing them about the current work status of their projects.
- Establishing relationships with new clients and maintaining and nurturing business relationships with existing clients.
- Identifying accounts whose revenue may be shrinking so as to address any 'at risk' customers and reach out to these accounts to ensure they are retained.
- Monitoring work performance of colleagues and setting targets.

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## ACADEMIC DETAILS

B. TECH from Aditya Institute of Technology and Management with first class.  
Intermediate from Narayana Junior College, Visakhapatnam with first class.  
10th from Bhashyam Public School, Visakhapatnam with first class.

## PERSONAL INTERESTS

My interests include reading books, listening to music, and travelling outdoor and indoor games.

## COMPUTER SKILLS

MS Word, MS Excel, MS Access, Power Point and Internet Applications

## STRENGTHS

Positive Attitude, Hard Working, Honest, Quick Learner, Ambitious.

## SKILLS

Phone Skills, Recruiting, Interviewing Skills, Strong Sourcing skill Client management, Account management, business development and Result driven.

## PERSONAL DETAILS

Date of Birth: 29th July, 1993.  
Gender: Male  
Marital Status: Single  
Languages: English, Hindi, Telugu, Kannada (Beginner)

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

Date: 21-January-2019

Place: Kolkata

(Avinash Peraptruni)