RESUME

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| Nara Lakshmi,  Present Address:  H.No # 1-86,  Flat no C3, Third floor  Swaroopa Residency,  Khajaguda, Gachibowli  Hyderabad.500032  **Email:**  Madhu.lakshmi512@gmail.com  **Mobile**: 8919213715 Permanent Address: s/o N.CH.Papi Reddy,  House # 18-280/3,  Bapu Nagar, Jama thota,  Nuzvidu, Krishna dist..    **Husband Name:**  Nara Madhu.  **Date of Birth:** 21-06-1992  **Sex:** Female  **Nationality:** Indian  **Marital Status:** Married  **Languages Conversant:**    English, Telugu, Hindi | Objective  To work, learn and grow with an organization to reach a high level in managerial hierarchy and be instrumental in driving it beyond its mission by adhering to its values and cultures and utilizing my potential and talents to its fullest.    Academic Profile:   * Completed **Bachelor of Technology** from Bapatla Engineering College, Bapatla from 2009-2013. * **+2** completed from SSN Junior College, Ongole from 2007-2009. * **SSC** completed from SCWARD High School, Tanguturu.     Strengths & Expertise  I am a person of the kind,   * Always trying to be creative, proactive and innovative in any pursuit. * Self-motivated and like to take things and make it happen. * Thriving to learn and change for the better. * Excellent written and communication, interpersonal, and problem solving skills with the ability to work in multi-cultural environment. |

Job Experience

Talent Acquisition Consultant with 4.2yrs of experience into end to end recruitment

**Core Skills-**

• Excellent communication skills

• Strong hold on sourcing from Job portals and social media hiring

• Cold calling

• Scheduling & Coordination

• Salary negotiation

• HR interview

• Stakeholder management

• Offer processing

• On-boarding

• Vendor Management

* **Spectro Sign Software Solutions**

Role : IT Recruiter

Period : Oct-2015 to July-2018.

**Roles and Responsibilities:**

* Handling End-End activities for In-house and client requirements.
* Identifying relevant profiles from the Internal Database, References and Networking sites

(LinkedIn) and by different job portals like Naukri.com, Monster.

* Experience in end to end recruitment- Stakeholder management, Vendor

management, Campus recruitment, Candidate engagement, Sourcing & Screening Resumes, Conducting Preliminary Interviews, Salary Negotiations, Onboarding.

* Building networks to find the qualified passive candidates.
* Responsible for maintaining internal database for all requirements
* Working efficiently and effectively to fill the open positions.
* Currently associated with **Ness Technologies India Pvt Ltd., (CMMI Level III)**

**Designation- Talent Acquisition Executive@ In House Recruitment (**June-2019 to till now)

**Roles and responsibilities:**

**Leadership hiring & Bulk hiring**

* Sourcing from various job portals and system.
* Screening profiles matching to the eligibility criteria.
* Carrying out the end to end recruitment process (registration, building salary expectation, scheduling for interview rounds, briefing the candidates for interview rounds).
* Strong experience on ATS.
* Taking care of the documentation process, offer negotiation, offer acceptance and onboarding.
* Vendor management.
* Stakeholder management.
* Conducting Employee referral sessions in Induction program.
* Floor-walks (interacting with the associates and managers on floor).
* Effectively handling all training Programs and Events conducted in In-house.

**Skills:**

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| **Technologies Handled** | |
| **Java Technologies** | Core Java, JSP, Spring/Struts, Hibernate, Web services (SOAP, Restful), HTML, CSS, Jquery and Javascript Frameworks(Angular JS, Ext JS, Node JS, Back bone JS) |
| **Microsoft Technologies** | ASP. Net, VB.NET, C#. NET, ADO.NET, Share point, WCF, WPF |
| **DataBase** | Oracle, Sql Server, Teradata |
| **BI Tools** | Informatica, OBIEE, ODI, MSTR(MicroStrategy) |
| **Testing** | Manual, Automation Testing (Selenium, TOSCA), Performance Testing(Loadrunner), UFT |
| **NicheTechnologies worked** | TOSCA, Big data, Pega (BPM Tools) |

Declaration

I hereby declare that above stated details are true to the best of my knowledge.

**Date :**

**Place: Hyderabad (Lakshmi Nara)**