

## Carrier Objective

To continuously enhance my knowledge, skills and experience by getting involved in challenging work environment of Corporate Sector and utilise them for personal and organisational growth to the best of my ability.

## Educational Details

Course	Board of Education/University	CGPA/Percentage	Year of Completion
B. Tech	Pragati Engineering College, Andhra Pradesh	72.98%	2013-17
Intermediate (M.P.C)	Sri Chaitanya junior college, Kakinada	89.30%	2011-13
X Class (ICSE)	St.Joseph's Convent School, Kakinada	66.07	2010-11

## Academic Project

### Multi-directional Solar Tracking System

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This project deals with the design and execution of a solar tracker system dedicated to the PV conversion panels. The proposed Multi - directional solar tracker device ensures the optimisation of the conversion of solar energy into electricity by properly orienting the PV panel in accordance with the real position of the sun. The operation of the experimental model of the device is based on a DC motor intelligently controlled by a drive unit that moves a mini PV panel according to the signals received from four simple but efficient light sensors. On detecting the maximum intensity of the sunlight the panel will rotate according to that direction, tracking maximum output power. The output power from the panel is fed to a boost converter and is stored in a rechargeable battery and supplied to the load.

### Major KRA's:

- Sourcing & Screening
- Calendaring
- Bulk Hiring / Volume Hiring
- Campus Hiring
- On boarding and Exit formalities
- Client Management
- MS. Office.

### Roles & Responsibilities:

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- Coordinating office activities and operations to secure efficiency and compliance to company policies
  - Manage agendas/travel arrangements/appointments etc. for the upper management
  - Manage phone calls and correspondence (e-mail, letters, packages etc.)
  - Partnering with hiring managers to determine staffing needs
  - Create / update relevant job descriptions

## Roles & Responsibilities:

- Creating a robust pipeline of candidates using a multi-channel
- Screening resumes and job applications against the job specification
- Performing in-person and phone interviews with candidates
- Making recommendations to company hiring managers
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Communicating employer information and benefits during screening process
- Staying current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices
- Completing timely reports on recruitment activity

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## Professional Exposure:

### Researcher (Apr,2019 – Present)

Newera – Enworld

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- Liaise with hiring managers to identify upcoming requisitions & Design recruiting strategy for all requisitions.
  - Sourcing on multiple platforms including emerging technologies like Data Science, Hadoop, Big Data, Machine Learning
  - Calendaring to the candidates.
  - Working with top e-commerce like Amazon, Flipkart, Uber, Meesho, Indeed etc.
  - Experience in handling senior profiles like Software Development Manager & Technical Program Manager.
  - Doing document verification.
  - Handling On boarding & Exit formalities of the employees.

### Lead-IT Recruiter cum Admin (July, 2018 –Apr, 2019)

#### Career3S - Product of FIK E - Commerce Pvt. Ltd

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- Manage agendas/travel arrangements/appointments etc. for the upper management.
  - Manage phone calls and correspondence (e-mail, letters, packages etc.)
  - Managing multiple clients - Clients Handling PAN India.
  - Having experience in Resource Management.
  - Managing a team of 7 recruiters.
  - Program managed campus recruitment - Hired full time graduates and Interns.
  - Handling both On & Off-Campus Drives for B. Tech & MBA colleges
  - Positions closed - Developer SDE I, SDE II, Tech Lead, UI Developer, Lead UI, QA, Graphic Designer, UI/ UX Designer, Android, Engineer Manager and Python.

## **Freelance-Recruiter (Dec,2017 – June, 2018)**

- Identify all candidates with tech profiles and analyze all business requirements for organization and assist in recruitment.
- Identify appropriate sourcing channels for all positions via job broads, social media and LinkedIn.
- Track database, schedule interviews and develop good professional relationships. Perform searches through various sourcing channels.
- Keep up to date with emerging trends on sourcing.

## **Assets:**

- Adaptable
- Commitment
- Quick Learner
- Self-Motivated
- Results Oriented
- Able to work under stress

## **Personal Profile:**

Father's Name : Ch. Apparao  
Native Place : Kakinada, Andhra Pradesh  
Date of Birth : 19 th Nov 1994.  
Martial Status : Single  
Linguist ability : English & Telugu

## **Declaration**

I hereby declare that the above information is true to the best of my knowledge and with my parents support.

**V Sukanya Devi. CH**