PHANIDAPU CHANDRA SEKHAR

Mobile: (91)-8184884504

Email: chanduchodary399@gmail.com

CAREER OBJECTIVE:

To garner relevant management experiences and be a formidable force in the development of the organization, harness a strong track record of building business volumes and growing profitability in a reputed Organization.

**Summery**

* End to End recruitment/recruiting IT professionals.
* Expertise in Full recruitment life cycle, IT Staffing-Permanent/Contract/C2H Placements
* Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Reporting, Sourcing, Interviewing , Salary Negotiation.
* Proficient in recruiting candidates from all levels Junior Level to Senior Level.
* Possess excellent communications and interpersonal skills.

**IT TECHNOLOGIES**

* **Microsoft Technologies** - .net, ASP.net, VB.net, Csharp, .net Framework.
* **Testing** - Manual Testing, Performance Testing, Automation Testing-Selenium, QTP.
* **Database** - Oracle, SQL Server, PLSQL.
* **Web Designing**: Graphic designers, UI Designers/Developers, UX Designers /Developers,
* **Sun Technologies**: Java/J2EE, Struts, Hibernate, spring, Swing, JSP

PERSONAL SKILLS:

* Good Analytical skills
* Good Planning/Organizing.
* Quick learner and Having Good Confidence
* Excellent interpersonal skills
* Flexibility/Adaptability/Managing Multiple Priorities
* Ability to Work with Team and Sharing Knowledge.
* Good verbal & oral communication skills

EDUCATION:

* B. Tech (MECH) from JNTU KAKINADA with aggregate of 65% in 2017.
* Board of Intermediate Education in the year 2013 with aggregate of 82.3%.
* S.S.C from Board of Secondary Education in the year 2011 with aggregate of 74%.

ACHEIVMENTS:

* Participated in Robotics Work shop in Vegan Lara.
* Guided other teams, to understand their projects.
* Done a internship in BHARAT HEAVY ELECTRICALS LIMITED.

EXPERINCE:

1. Company : **People Tech group**

Designation  **: Jr IT Recruiter**

Period : March 2018 to MAY 2019

**Roles & Responsibilities:**

* Responsible for full life cycle Recruitment.
* Working on Portal like Naukri, Monster & LinkedIn for sourcing the right candidate & posting the JDs.
* Working on IT & NON IT requirements simultaneously.
* Involved in Full Recruitment life cycle involving sourcing, screening, shortlisting taking prescreening telephonic interviews of the consultants regarding (Checking their communication skills, Technical Stuff, Educational Back ground, job change reason, previous company details, CTC details etc).
* Maintaining the validated details of the candidate in a excel sheet tracker.
* Short listing & validating the suitable resumes as per the client’s requirements.
* Scheduling interview for the shortlisted candidates.
* Educating & motivating the candidates to face the interview with great confidence & knowledge.
* Maintaining the complete MIS of all the potential candidates who are scheduled, interviewed, selected, offered, joined or rejected.
* Calling up the candidates to confirm about the acceptance of the offer letter & clarifying the queries of the candidates.
* Helping in understanding the offer letter.
* Follow up with the client as well as the applicants till they join the company.
* Maintaining database on various skill sets for future recruitments.
* Sharing the MIS with the managers about the status of the number of candidates joined, rejected & in pipeline.
* Finally reporting & sharing a daily status tracker with the managers.

1. Company :  **Ness Technologies**

Designation  **: IT Recruiter**

Period : June 2019 to till date.

**Roles & Responsibilities:**

* Responsible for full life cycle Recruitment.
* Working on Portal like Naukri, Monster & LinkedIn for sourcing the right candidate & posting the JDs.
* Working on IT & NON IT requirements simultaneously.
* Involved in Full Recruitment life cycle involving sourcing, screening, shortlisting taking prescreening telephonic interviews of the consultants regarding (Checking their communication skills, Technical Stuff, Educational Back ground, job change reason, previous company details, CTC details etc).
* Maintaining the validated details of the candidate in a excel sheet tracker.
* Short listing & validating the suitable resumes as per the client’s requirements.
* Scheduling interview for the shortlisted candidates.

STRENGTHS:

* Strong Conceptual and analytical skills.
* Positive attitude and Enthusiastic in teamwork.
* Willing to work in challenging Environment.
* Self-confident, Optimistic and Hardworking.

PERSONAL DETAIL:

Father’s Name : Venkata subba rao

Date of birth : 07-02-1995

Gender : Male

Marital Status : Single

Languages Known : Telugu, English, and Hindi(Beginner)

Place : Rajampalli, Andhra Pradesh

Declaration

I hereby declare that all the information furnished above is true and genuine to the best of my knowledge.

Place : Hyderabad

Date : (Chandra Sekhar p)