**Sushmitha gaddam**

**Email id: gaddamsusmitha90@gmail.com**

**Phone: 8688973179/ 9989836274**

**CAREER OBJECTIVE:**

To pursue a challenging, responsible and motivating career that provides opportunities for continuous development of self and the organization.

**PROFESSIONAL SNAPSHOT:**

* HR Professional with more than 2 Years of work experience in end to end recruitment.
* Sourcing, Screening, Co-ordination, interview scheduling and going through every detail until candidate on boards the client company.
* Experience in using recruiting tool **Naukri** to fill open requirements.

**PROFESSIONAL EXPERIENCE:**

* Currently working as **IT Recruiter** in **ASNA Hirextra Pvt ltd** (June 2019 to till date).

**Roles and Responsibilities:**

* Experience in permanent staffing for the clients.
* Involved in full recruiting life cycle & end to end recruitment.
* Understanding the client’s requirements to fill various profiles.
* Sourcing quality profiles according to the requirement of the client.
* Sourcing the candidates from the database,job portals,mass mailing, internet searches and references with relevant and quality candidates within the stipulated time frame.
* Screening, filtering and short listing resumes according to client specifications.
* Briefing the candidates about the job profile, salary package, organization etc.
* Conducting telephonic interview to determine experience, skills, knowledge, fitment, CTC expectations and relocation constraints.
* Validating the candidates information (previous employer details, date of joining, reference check).

Having good experience with portal like Naukri , Shine, Monster, LinkedIn, Social networking sites

* **Mass mailing, job adds** to fulfill the requirements.
* Get the feedbacks from the client and shortlist the candidates.
* Submitting the profiles to the Team Lead which have been received by team members.
* Scheduling interviews accordingly.
* Follow-up till final rounds.
* Salary negotiation with the candidates.
* Coordinate with the candidates till and after joining.
* Multi location Recruitment, worked on the requirements of the clients for various locations.
* Updating the tracker on day to day basis and giving reports to management.
* Worked for many clients such as **DELOITTE,Infosys,HSBC,GS Labs,CIVICA,IBM, Vigliant technologies,Infosys, Netcore solutions,Nice software solutions,** Wipro, NTT Data.

**WORK EXPERIENCE:**

**Company : ASNA Hirextra Pvt Ltd.  
Duration : June 2019 to Till date.**

**Designation : IT Recruiter.**

**Roles and Responsibilities:**

* Getting requirements from the client company.
* Analyzing the requirement.
* Sourcing profiles from Naukri& Linkdin.
* Screening profiles.
* Short-listing profiles.
* Reference check.
* Maintaining the records in the Excel sheet.
* Follow up with the candidates.
* Getting the closures.

**TECHNOLOGIES WORKED ON:**

* **Java/J2ee :** Java, Struts,Spring,MVC,Hibernate,Webservices, Micro services, AngularJS,Extjs,NodeJs,Bootstrap,Hadoop.
* **Dot Net:**  C#.net, ASP.net, Vb.net, Ado.net, MVC, WCF, WPF, Angular JS, and Node Js.
* **SAP** : SAP-SD,BASIS,CRM,SRM,HR,FICO,MM,BI,BW,ABAP,PM.XI/PI,ARIBA,ABAP,APO
* **DBMS :** Oracle DBA, SQL DBA, Cassandra DBA, Oracle Apps (11i)(12g),Oracle Application Developer with PL/SQL,DB2DBA, Teradata.
* **Mobile Technologies:** Android and IOS
* **Oracle Apps:** OracleApps Technical, OracleApps Functional,OracleApps Techno Functional Which includes modules like HRMS,Finance,SCM.
* **Testing :** Manual Testing, Automation Testing, ETL Testing, Database Testing, Performance Testing, Mobile Testing, Network Protocol Testing, Web penetration Testing, Application security testing, Sox Testing,Informatica.
* **UI developer:**Html, Css, JQuery, Java script, Angular versions( 2,4,5,6,7),Angularjs.
* **PHP :** PHP,HTML,CSS,SQL/NOSQL,Apache,Ajax,Jquery,joomla,laravel,codeignator,cake PHP, web logic, Git Hub, JIRA.
* **Devops:** Devops, Linux, AWS, Docker, Puppet, Chef, Ansible, Git Hub, Kubernetes,  AWS, Azure, Google Cloud, Open stack.

**TECHNICAL SKILLS:**

* Operating System : Windows 7, Windows 8
* Other tools : Microsoft Office, Excel

**PERSONAL ASSETS:**

* Ability to cope up with the changing environment.
* Smart worker.
* Confidence and positive attitude.
* Quick learner.
* Ability to take initiatives.

**EDUCATION:**

* **M.sc (Chemistry)** from Kakatiya University(2018),  **Telangana.**

**PERSONAL INFORMATION:**

Name : G.Sushmitha

Father’s Name : G.Narsimahiah

Date of Birth : 18-06-1996

Languages Known : English, Telugu and Hindi

**DECLARATION:**

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

**Hyderabad** **G.Sushmitha**