Anne Anusha Contact No: +91-9542996799

Sr. HR Excutive-Talent Acquistion **Email: anushachowdary9666@gmail.com**---

# Professional Snapshot

Having 2+ Years of Professional Experience in HR Excutive and IT involved in various phases of Talent Acquistion using Naukri, Monster & LinkedIn as per the Client requirements. And also involved in Onboarding.

# Professional Experience

* Total **2.1 Years of experience** into **Excutive -Talent Acquistion, Permanent Staffing, Contract to Hire & Contract.**
* Currently Playing an Role of **Sr. Excutive – Talent Acquisition.**
* Experience in Recruitment Coordination with Department heads and understanding their requirements, defining job positions.
* Sourcing through internal as well as external sources of recruitment
* External sourcing through networking, headhunting, job sites, references, user groups, social networks for reducing cost of hire.
* Experience in Interviewing and selecting relevant profiles based on desired skills and experience.
* Conducting telephone and Personal interviews in coordination with departmental heads.
* On Boarding Handling end to end on-Boarding program, Documentation Verification, Personal File Creation, Company & HR policies briefing to the new joiners.
* Issuing appointment letters to new employees & issue of Experience and Relieving letter.

# Work Experience

**CURRENT COMPANY:**

**Company Name**: Thinks Apps Innovate with US

**Duration**: February 2022-Till Date

**Designation**: Sr. Excutive- Talent Acquistion

**Responsibilities:**

* Handling a team and make them to reach they target
* To do the End to End Process and Update the progress of the team reporting directly to the manager director of the company.
* End to End on boarding process of the internal team.
* On Boarding Handling end to end on-Boarding program, Documentation Verification, Personal File Creation, Company & HR policies briefing to the new joiners.
* Issuing appointment letters to new employees & issue of Experience and Relieving letter
* Taking the interviews from the candidates for the internal hirings
* Sometimes source the profile from the various job portals and screen the candidates and schedule the interviews.

**PREVIOUS COMPANY:**

**Company Name**: Lamprovima IT Solutions & Consultancy Pvt Ltd

**Duration**: July 2021- Feb 2022

**Designation**: HR Talent Acquistion

**Responsibilities:**

* Calling Candidates, Getting Updated Profile, formatting profile, Submitting Profile to Accounts manager, Arranging Technical Screen, getting Feedback from Client, Arranging Interview (Telephonic, Skype or in person), Getting Feedback from Client.
* Good vendor management skills.
* Screening Candidates - Interviewing them, testing them and going through the whole selection process.
* Source through various techniques like Internet tools, Referrals and Database etc.
* Great proficiency and knowledge in recruiting techniques such as Vendor Managements, job boards, Databases and Referrals.
* Daily coordination of candidate resumes, submittals, interviews, closures, and recruiting tracking.
* Handling the team and clients in the Organization
* Handling the Onboarding of the internal team

**1st COMPANY:**

**Company Name**: Sun Icon Systems Pvt Ltd.

**Duration**: March 2020 - July 2021

**Designation**: IT Recruiter

**Responsibilities:**

* Recruiting for the following Technology based consultants: Java developers, .net developers, QA Automation and Manual testers and Oracle DBA.
* Calling Candidates, Getting Updated Profile, formatting profile, Submitting Profile to Accounts manager, Arranging Technical Screen, getting Feedback from Client, Arranging Interview (Telephonic, Skype or in person), Getting Feedback from Client.
* Good vendor management skills.
* Screening Candidates - Interviewing them, testing them and going through the whole selection process.
* Source through various techniques like Internet tools, Referrals and Database etc.
* Great proficiency and knowledge in recruiting techniques such as job boards, Databases and Referrals.
* Daily coordination of candidate resumes, submittals, interviews, closures, and recruiting tracking.

# Educational Qualifications

* Bachelor Degree in Bsc Computer Science from VS Lakshmi womens Degree & PG College in 2019.
* Masters Degree in Human Resourses Management from Rajiv Gandhi Institute of Management & Science in 2021.

# Technical Skills

* **Operating systems:** MS windows, MS word, MS excel, MS power point.

# Management Skills

* Strong re‌‌presentation,‌‌communication,‌‌and‌‌ interpersonal ‌‌skills‌ ‌
* Analytical‌‌ and‌‌ quantitative ‌‌skills‌ ‌
* Strategic‌‌ thinking‌ ‌ ‌
* Ability ‌‌to ‌‌deal‌‌ with‌‌ people‌ ‌
* Willingness ‌‌to ‌‌learn‌ ‌
* Team ‌‌player‌ ‌
* Fast ‌‌learner‌

# Project Undergone

* Done Project on **“PERFORMANCE MANAGEMENT SYSTEM”**.
* Done Project on **“TRAINING & SELECTIONS”**.

# Certification

* Certification course on **“Talent Management”.**
* Certification course on **“ Hr Analytics”.**
* Certification courses on “**Employability Skill Training**” Conducted by **APSSDC.**

# Achievements

* Certification on “Social Service” Conducted by **CJPF Welfare Society.**
* Various prizes in cultural and extra-curricular activities.

# Personal Profile

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| --- | --- |
| Father Name | Anne Siva Prasad (Late) |
| Mother Name | Anne Durga Devi |
| Date of Birth | August-05-1999 |
| Nationality | Indian |
| Sex | Female |
| Marital Status | Unmarried |
| Languages Known | English, Telugu |
| Permanent Address | 69-3A/2/1,Nagamallithotto junction, Nagavanam, Kakinada- 533104 |

# Declaration

I hereby declare that all the information provided here is true to the best of my knowledge.

**ANNE ANUSHA**