

Chamakura Shashanka Reddy

Dubai, UAE

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SUMMARY

Talent Recruitment and Acquisition professional with more than 6 years of experience in developing and executing recruiting plans. Manage all phases of full cycle recruiting, from initial sourcing and screening through offer negotiations, placement and on boarding. Creatively source high-caliber candidates by leveraging recruiting software, social media, cold calling, headhunting and employee referrals.

Seeking to leverage background and experience to take next career step in Recruitment/HR Executive/HR Administration with a highly respected organization focused on creating strong internal teams.

EDUCATIONAL QUALIFICATION

- ✓ MBA - JNTU Major in HR – 2008 - 2010
St. Martin's Engineering College - India
- ✓ Bachelor's Degree, Computers – 2006 – 2008
Nishitha Degree College - India

PROFESSIONAL EXPERIENCE

Nathan & Nathan HR Outsourcing - Dubai, United Arab Emirates
June 2022 – September 2022

Job Responsibilities:

- Responsible for identifying suitable candidates for various positions using online resources (social media platforms and professional networks).
- Plan the interview and selection processes, such as screening calls, virtual interviews, and in-person interviews.
- Utilizing LinkedIn Recruiter Lite and an applicant tracking system, to evaluate candidate information.
- Create job descriptions and interview questions that take the requirements of each role into consideration.
- Maintain long-term relationships with past applicants and potential candidates.
- Help internal recruiters with positions and offer direction and help for their searches.
- Experience hiring full-time, contract, temporary, or freelance employees at all levels.
- Conduct Quality control on internal recruiters' sourced profiles.
- Write enticing and captivating recruiter notes to elaborate on the qualifications and talents of applicants outside of CVs.
- Experience in market mapping and competitor analysis to headhunt for various roles and advise clients with feedback on the market
- Experience working with clients in multiple sectors and interviewing potential candidates from junior to C-Suite.

Excelsior Group DMCC - Dubai, United Arab Emirates
December 2019 - May 2022

Job Responsibilities:

- Responsible for Sourcing candidates by advertising vacancies by drafting and placing adverts in a range of media, such as newsgroups, job sites, social media Etc.,
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule.
- Maintaining good rapport with the clients to understand their needs and fulfil the vacancies by providing best qualified candidates.
- Experience using Applicant tracking system.
- Sourcing suitable candidates and briefing them on the job responsibilities, salary and benefits opportunities offered by the client.
- Organizing interviews for candidates as requested by the client and informing them about the result of the interview.
- Negotiating pay and salary rates and finalizing arrangements between client and candidate.
- Providing recruiting for all levels of Engineering and some big FMCG, Real Estate,
- Contracting, Petroleum, Tobacco, Education, IT, Fire, Accounting, Healthcare, Advertising, Exchange House etc., professionals to Fortune 500 companies.
- Acting as the single point of contact to my clients for their resource requirements.
- Filtering candidates and conducting interviews for various open positions across GCC Region.

Fastline Consultancy
Recruitment Consultant - Ajman, United Arab Emirates
December 2017 – May 2018

Job Responsibilities:

- Responsible for sourcing talented candidates according to the job description of the client through internal databases, group referrals, job portals like Naukrigulf and LinkedIn.
- Screening the profiles, short listing candidates, coordinating interviews and ensuring that resource needs for various projects are met within stipulated timeframe.
- Providing recruiting for all levels of Engineering and some big Retail, Real Estate, Contracting, Construction, Electronics professionals to Fortune 500 companies.
- Acting as the single point of contact to my clients for their resource requirements.
- Attracts applicants by placing job advertisements using social media and job sites.
- Review applicants to evaluate if they meet the position requirements, Pre-screening CV's, scheduling & Conducting preliminary Interviews, issue job offers and negotiations.
- Working individually on recruitment assignments for reputed organizations to comply with Manpower requirement in Junior, Middle and Senior Level positions.
- Provided clients with a customized end to end recruitment solution, which includes understanding a client's business requirement, sourcing, and headhunting relevant candidates for the role, conducting in depth screenings to gauge their knowledge & personal competencies.

Primas Management Services
Recruitment Consultant - Dubai, United Arab Emirates
November 2014 - May 2015

Job Responsibilities:

- Handling end-to-end recruitment cycle - sourcing candidates, screening and organizing interviews.
- Sourcing candidates from various recruiting sources like job portals, Employee referrals, internal database, headhunting and social networking sites like LinkedIn and Facebook.
- Screening of the resumes, assessing candidate's credentials and qualifications.
- Conducting preliminary interviews: Face to face / Telephonic/ Skype Interview at all levels.
- Briefing the candidate about the company, responsibilities, salary and benefits of the job.
- Preparing CV's and correspondence to forward to clients in respect of suitable applicants. Organizing interviews for candidates as requested by the client.
- Collects feedback from the client and candidates.
- Close all requirements within the turnaround time agreed with the client.
- Monitoring quality of delivery in every step of the recruitment cycle by maintaining trackers and reports.
- Building good relationship with the Clients and candidates.
- Involved in training educating of the new joiners.
- Maintain database of suitable prospective employees.
- Conducting reference back-ground checks when required.
- Keeping track on the candidates for future reference.

Cigniti Technologies/Gallop Solutions**Sr. Technical Recruiter- Hyderabad, India****February 2011 – February 2014****Job Responsibilities:**

- Responsible for full life cycle recruitment including rate negotiating, building a pipeline of candidates, technical screening, candidate interviewing, pre-employment testing, extending job offers and closing deals for consulting and permanent positions.
- Recruited IT professionals for our client's requirement.
- To understand the Clients requirement and help them in every stage of recruitment.
- Screened the resumes, interacted with candidates to understand their capabilities, strengths, limitations.
- Sourced from Job Portals (Dice, Corp to Corp, Monster, Indeed) & Networking (LinkedIn, Twitter), Internal and Personal references (Gmail/Gtalk/References/Head Hunting)
- Conducted telephonic interviews and discusses the profile with the candidates.
- Maintained, managed, and updated the database of the company.
- Utilize Internet recruiting techniques to target new candidates.
- Maintaining regular follow ups with the candidates on the resumes, interview process till he gets on board.
- Well versed with tax terms W2, 1099, C2C and worked with US citizens, GC, H-1, OPT-EAD etc.,

SKILLS

Talent Assessment
Boolean Searches
Offer Negotiations
Recruitment Websites

Sourcing & Screening
Executive Recruiting
On boarding
Client Relationship Management

Headhunting
High-Volume Staffing
Recruiting Software

PERSONAL INFORMATION

- ✓ Birth Date: February 15, 1988
- ✓ Nationality: Indian
- ✓ Marital Status: Married
- ✓ Visa status: Husband Visa
- ✓ Languages known: English, Hindi, Telugu