

# **CURRICULUMVITAE**

## **MOUNICA SWEENY DAMMALA**

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### **Career Summary**

#### **Objective:**

Seeking a challenging Recruiter & Trainee position in the information technology industry where I can utilize my 3+ years of experienced technical background and professionalism, enabling me to contribute to the growth and success of the organization. A position where my experience and skills will allow me to make a positive contribution to the organization.

#### **Summary:**

- Extensive around 3+Years of experience in the field of IT (US-Staffing International and Domestic process) And Call Centre{BPO}.
- Involved in Full Life Cycle in Recruitment and Sales as my Responsibilities are Sourcing, Identifying, Interviewing, Screening, Formatting and placing personnel in quick turn around time in contract, contract-to-hire and permanent positions in the Information Technology industry.
- Extensive worked on different sites such as dice.com, monster.com, Yahoo jobs.
- Ability to work effectively in high-pressure environments.
- Recruited resources in various technologies and platforms.
- Excellent working Knowledge of Windows operating sys and MS-DOS platforms.
- Strong interpersonal and communication skills, creativity, excellent attitude towards teamwork and common goals achievement.
- Skilled in all aspects of office administration; Assisted Manager and team in their day to day activities.
- Excellent organizational, multi-tasking and coordination skills.
- Detail-oriented multi-tasker; appreciated for quality, timely completion of assignments.
- Excellent organizational skills with hands-on technical knowledge and ability to work in fast-paced environment.
- Effective communicator : Good telephone, interpersonal and writing skills.
- Energetic, diplomatic, patient and methodical task oriented; Consistently exceeds expectations.
- Self Starter with the ability to analyze day to day activities.
- Maintain professionalism at all times and use discretion when handling confidential data.
- Strong Personal Computer skills and Proficient in MS-Word, Excel, PowerPoint, Outlook and Lotus Notes.
- Utilization of job boards like Dice, Monster,LinkedIn, Glassdoor, etc for finding then right Requirement for the consultants.
- Establish and maintain a good relationship with the employees, vendors and the Clients.
- Achieving the framed business target within the stipulated time.
- Marketing our own consultants to the suitable requirements.

- Posting their resumes into Dice, Monster, LinkedIn, Naukri, Glassdoor etc.
- Good knowledge about processing consultants and office staff payroll using Paychecks.

**Technical skills:**

- *Operating Systems, Windows-2000, Window-7 Packages & MS-Office.*
- *Word, Excel, outlook, Powerpoint, Access, mail merge, filters, folders.*
- *Google drive, docs, Drive, forms, Mail, Sheets.*
- *Spreadsheets, Open office, Pivot tables, vertical lookups, macros.*

**Experience :**

**# TMI INPUTS & SERVICES PVT.LTD (HYDERABAD)**

**( August 2022 to present ).**

**Designation : QA - ANALYST**

**Professional Experience:**

***TMI INPUTS & SERVICES PVT. LTD is one of the leading innovators in the Recruitment and Human Resource Domain. Established by Industry professionals, TMI has been serving the business interests in the regions of India Serving the staffing industry for over the years, TMI Staffing matches talent with opportunity. Whether a job seeker looking for work or a business with recruiting needs, TMI got HR industry covered. TMI got people. & understands what it takes to do business globally to get a corporate profiles that matches their interests and career goals.***

- As a Recruiter & training was involved in selling the bench consultants, including searching, qualifying, scheduling interviews, rate negotiations, and closing.
- Involved in sales i.e., bench consultants to the Vendors and Clients for the requirements.
- Searching the requirements for the allotted bench from portals, groups and with contacts. Sharing the requirements with the consultants by his/her comfort ability used to submit the resume to the recruiter.
- Speaking with the recruiters regarding the rate and getting the best as suggested by management.
- Worked extensively on marketing bench consultants.
- Interacting with Tier one Vendors and making new vendors to the company.
- Involved in marketing of consultants on bench to the preferred vendors.
- Getting requirements for bench consultants from various sources like Prime Vendors, job portals and other Networking sites.
- Keeping track of the start and end dates of the bench consultants.
- Maintain daily & weekly status lists of all activities through MS Excel.
- Set up interviews and closed candidates for various positions.
- Process candidates from initial contact through entire interview/placement process which includes interview scheduling and follow up.

- Actively involved in marketing of consultants on bench to the preferred vendors.
- Responsibilities include calling on prime vendors, developing corporate account relationships, presenting consultants, negotiating and finalizing contracts.
- Negotiating rate with vendors & managing the long term relations with them.
- Get the updated resume form consultant and fetched the best requirements from job portals, prime vendors and other networking sites.
- Highlighted key skills by keeping them in bold.
- Formatted resume for neat appearance and submitted it to the vendor as per consultants comfort ability.
- Negotiated on rates with the vendors as suggested by management based upon location and duration.
- Keeping a track record of rate confirmation and making follow ups about the submissions.
- Maintained a track progress of each and every submittal during the process.
- Follow up with the vendors on interviews schedules and coordinated between consultants and vendors.
- Arranged interview calls for consultants and gave my best to place them on projects as early as possible.
- Follow up with the client/prefer vendors and candidate after interview.
- Responsibly coordinated with the consultants regarding start and end dates of projects.
- Maintained the database of rolled off consultants, getting their resumes ready as well as keep track of contract details such as project extensions, start and end dates for existing resources.
- Keep track of candidates roll off time (at least 2 weeks before) and getting their updated resume ready to market.
- Finding best projects to consultants using my tier one contacts and through different web portals like Dice, corp - corp, Monster, Career builder, Net-temps, Job serve, computer jobs, and professional networking sites such as Linked IN.
- Worked with prime vendors to avoid middle layers

### **Responsibilities:**

- Involved in Full life Cycle of Sales Recruitment.
- Involved in End to End in US International Recruitment Process.
- sourcing, identifying, the Requirements from Top vendors to place Consultants in quick turnaround time in contract, contract-to-hire and permanent positions.
- Responsible for full cycle of end to end recruitment.
- Establish and maintain a good relationship with the employees, vendors and the clients.
- Marketing our bench own consultants to the suitable requirements
- Collect sort and distribute mails & Support our team during walk-in's at the client end.
- Maintain the Database of the profiles screened and submitted.
- Marketing our bench own consultants to the suitable requirements.
- Expenses Reimbursement.
- Received appreciation for voluntarily assisting auditing activities,submitting, scheduling interview, follow up with Vendors, negotiation of offers.
- Excellent record of accomplishment in all positions held.
- Posting their resumes into Dice, Monster, LinkedIn, glassdoor etc.
- Having the resumes of my candidates updated as and when required based on the requirement.
- An articulate, positive representative for a company and its Business mission.
- Submitting the Profiles to the Concern Lead or Client Manager.
- Making Follow ups with different vendors for previously submitted positions.

**# WORK COG INC.,HYDERABAD**

**August 2021 to October 2022**

**HR - ASSOCIATE (Sales Recruiter & Trainer)**

Work Cog Inc. is a global Information Technology firm providing innovative and robust end-to-end solutions. We are passionate about transforming the way business gets done with a unique combination of strategic thinking, creativity, and technological expertise, we design and build powerful Internet solutions.

Work Cog Inc., merges these competencies with unmatched speed-to-market -- the result is eTransformation in HR industry.

### **Responsibilities:**

- Assigned the tasks of identifying potential candidates by using various sources like database, advertisements, head hunting, job portals and references.
- Handled the tasks of finding and screening resumes in accordance with the requirement.
- Responsible for identifying and matching qualified applicants to specific job orders.
- Worked with reporting managers of the organization to understand the specific requirements of candidates according to the job profile, handled the tasks of maintaining statistical data related with the recruitment of open positions.
- Responsible for processing information in a timely and accurate way.
- Assisted senior recruiter in implementing major staffing initiatives.
- Handled the tasks of checking the background and reference of all applicants.
- Responsible for identifying qualified candidates and made recommendations to the hiring manager.

### **Key skills :**

- Soft recruitment skills
- Hard recruitment skills
- Communication Skills.
- Strong Decision-Making Skills.
- Attention to Details.
- Multitasking skills.
- Listening Skills.
- Ability to use Technology.
- Time Management Skills.
- Training and placement management Skills.
- Negotiating Skills.
- An aggressive team player with a good experience in various IT technologies in the market.
- Experience in marketing suitable requirements.
- Coordinating with consultants & understanding their skills, informing them about requirements, and submitting as per their comfort.
- Generate, Interact with consultants on a daily basis & Build a strong network of clients for bench placements, gain market intelligence, and leverage the existing talent pool for referrals and contacts.
- An experienced Pro to build network relations with new vendors using social networking sites such as LinkedIn.
- Proficient in job portal searches like Dice, Monster, Career Builder, Tech fetch, indeed, LinkedIn, etc., and other networking methods and marketing of candidates on the bench via requirements received in email, dice, techfetch, etc.
- Self-motivated and disciplined to work with limited supervision.
- Ability to deal with the great time management skills and experience in prioritizing tasks.
- Technically savvy and knowledgeable in cutting-edge technologies.

*A highly talented, organized and successful IT & Non-IT recruiter with diverse knowledge of recruitment processes and techniques. Seeking a position as Senior Non-IT recruiter to enhance my skills and capabilities in a well established organization.*

**# KK HR CONSULTING SERVICES PVT.LTD.**

**MARCH 2015 – SEPTEMBER 2017**

**Designation: TEST- ADMINISTRATOR**

*KK HR CONSULTING SERVICES is an authorized 2<sup>nd</sup> party consulting partner for conducting IT-related examinations offered by EXIN,ISQI,ISTQB, Amazon Web Services(AWS),Big Data,Informatica,Linux,ITIL,TeraData,Testing Tools,Devops,Etc. Building upon experience on consulting for related projects, conducting training sessions & Exam to impart knowledge on the offerings available on AWS & other trainings along with providing certifications to the working employees or students. The training sessions are comprehensive and are geared towards aiding trainees train & pass the certification exams conducted by Amazon & other BCS Prometric centers.*

- *Test Distribution*
- *Test Administration*
- *Eligibility*
- *Remote Proctoring*
- *Billing and Payment*
- *Network Management*
- *Security*
- *ID Management*
- *Exam Vouchers*
- *Test center policies*
- *Test Accommodations*
- *Remote Assessment*
- *Test owners Information's*
- *Test Taking Information's*

**Responsibilities**

- *Training to empower the manpower to conduct the exams securely & successfully.*
- *Successful exam completion & Payments of centers for booked seat on time.*
- *Appropriate exam scheduling and on time exam centre booking.*
- *Strict monitoring of exam execution with experienced workforce.*
- *Exam count analysis and complete R&D of the available exam options.*
- *Providing Exam Assessment by providing complete support for Conducting Tests.*
- *Exam Infrastructure by providing E-material in IT infrastructure to the exam industry to conduct online and Tests.*
- *Exam support to ensure smooth exams, providing experienced manpower support like exam controllers, assessors, observers and panelists.*
- *maintaining Exam security by providing experienced invigilators and frisking technology to keep out illegal objects in examination premises.*
- *Exam Stationery & Logistics to keep exams secure from malpractices we provide secure logistics for exam materials & also procure stationery items for clients.*
- *Value Added Services by providing decent hospitality arrangements at the test centers & providing clients with facilities for conferences and training rooms with all functioning materials.*

### **Professional strengths:**

- Possess 3+ years of professional experience in recruiting, Training in IT & Non-IT professionals.
- Familiar with recruitment & training management processes and techniques.
- Ability to handle candidates and clients independently.
- Positive attitude, excellent team player and flexible.
- Possess excellent organizational and management skills.
- Possess excellent communication and interpersonal skills.
- Ability to conduct extensive research and recruit candidates via internet.
- Knowledge of major operating systems and software tools.
- Ability to accept challenges and handle workloads.

<b>Education</b>			
<b>Board</b>	<b>University</b>	<b>Institute</b>	<b>Year</b>
<b>B.Tech - 72%</b>	<b>JNTU Hyderabad</b>	<b>MALLA REDDY COLLEGE OF ENGINEERING (ECE)</b>	<b>2014</b>
<b>Intermediate - 88%</b>	<b>Board of Intermediate / TS</b>	<b>NARAYANA JR COLLEGE HYDERABAD</b>	<b>2011</b>
<b>10<sup>th</sup>SSC -</b>	<b>Senior Secondary Board</b>	<b>BHASHYAM PUBLIC SCHOOL VIJAYAWADA</b>	<b>2008</b>

### **Additional Professional Experience:**

- Assisted as political Co-coordinator in TDP -(Telugu Desham Party - Women welfare & safety wing) Hyderabad, TS.
- Scheduled, coordinated with women empowerment programs along with the state president of women welfare association and also participated in various activities for legal safeguarding women conducted by National Commission for Women (NCW) TS.
- Conducted awareness programs on self protection & prevention of child abuse 2020 program held at HVS SCHOOL VIJAYAWADA. AP.
- Participated in presentation on modern Indian economic debates and group discussions on NEW INDIA GROUPS.
- A motivational women speaker on issues like public speaking, presentation skill, coach mentorship program, English spoken programs conducted by Potti Sri Ramulu Telugu university, at public gardens ,Hyderabad, TS.

### **Personal Details**

**Name** : D.MOUNICA SWEENY  
**Father's Name** : Late D.SAMUEL RAJU  
**Address** : Doyen Villa Apartments  
do.no.118,Near satya  
sai nigamam, Sri Nagar  
colony, flat no.1A,Hyderabad,  
pin 500073, TS.  
**Mobile no** : +91- 9989994336  
**Mail I'd** : Sweenydammla7@gmail.com  
**Date of Birth** : 07 SEPTEMBER 1992  
**Gender** : FEMALE  
**Nationality** : INDIAN  
**Languages** : ENGLISH,HINDI,TELUGU

I, MONICA SWEENY D do here by declare that the information given above is true and correct to the best of my knowledge.

**Place:** Hyderabad .

**Date :**

**MOUNICA SWEENY D.**