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| **Alekhya .Y**  **alekhyaravi416@gmail.com**  **9390408504** |  |

**CAREER OBJECTIVE**

To work with an organization, which offers challenges, keeps pace with the dynamic business environment to utilize all my technical as well as soft skills for the growth of the organization.

**PROFESSIONAL SUMMARY**

* MBA in HR with 1.8Years of experience in HR field .
* Had Experience of **IT & NON-IT recruitment .**
* Had Experiencein End-To-End Recruitment Process.
* Experience in hiring for Permanent as well as Contractual positions.
* Extensive workexperience for Junior level , Senior level positions.
* Good communication skills, coupled with strong interpersonal and organizing skills.
* Good Analytical skills, committed, result oriented, hard working with a quest and zeal to learn new technologies.

**PROFESSIONAL EXPERIENCE**

* **1.** Currently working with **FMS Solutions India Pvt Ltd** as a **HR Executive & Admin**  from 28-Nov-2022 to Still now .

**Roles and Responsibilities:-**

* Understanding the Job requirements and then plan and schedule a roadmap towards achieving the target.
* Sourcing the candidates from various job portals like Naukri , Monster , Linkedin Etc…
* Short-listing the candidates by evaluating their communication skills, presentations and technical skills based on requirements.
* Handeld **Bluk Hiring and Campus Placement Recruitments** .
* Scheduling interview for the short-listed candidates.
* Negotiating a compensation package and convincing candidates to accept the offer and make them join as soon as possible.
* Releaseing the offer letters to Candidates .
* Handling Onboarding formalities and Exit formalities .
* Handling employee Engagement activities .
* Handling Office Admin requirments like issuing the ID cards , Transportation etc .
* Building good relations with the candidate and maintaining the database.
* End-to-end follow-up with the candidates.
* Preparation of Daily and Monthly reports relating to interviews, offer letter and joining of candidates.
* **2.** Worked with **Smartedge services Pvt Ltd** as a **HR Recruiter**  from 2-March-2022 to 5-Aug-2022 .

**INTERNSHIP:-**

* HR Gernalist & Recruiter at BLITZS JOB From 01/07/20 to 01/09/20.

**Technologies Worked :-**

* **Microsoft Technologies**: .Net, ASP.Net, VB.Net, C#.Net.
* **Web Technologies**: core Java, J2EE (JSP) Hibernate, springs, Struts etc.
* **Software Testing**: Quality Assurance,
* **RDBMS**: Oracle, [Microsoft SQL Server](https://en.wikipedia.org/wiki/Microsoft_SQL_Server), NOSQL.
* **SAP:** ABAP, FICO, MM, HYBRIS, MDG, FIORI.

**EDUCATIONAL QUALIFICATION**

* MBA (HR) at Pendekanti institute of Management, Hyderabad in 2019-2021 with 65%.
* D.Ed at Abdul kalam D.Ed Coolege of education , Kamareddy in 2015 with 80%.
* B.Sc at Mangeera Degree College , Kamareddy in 2013 with 80%.
* Intermediate (M.P.C) at Arhyabhatta JR college, Kamareddy in 2010 with 76%.
* SSC at Aadharsha Vidhyalayam, Kamareddy in 2008 with 72%.

**AREA OF STRENGTH**

* Punctual and quick learner.
* Ability to cope up with different situation.
* Result oriented, strong analytical, technical and computer skills and a willingness to learn.
* Hardworking and exploring innovative ideas to improve product quality.
* Excellent team player, quick learner with excellent communication skills.

**Personal Details**

* Full Name : Alekhya Yendapally
* DOB : 16-July-1993
* Maretal Staus : Married
* Permanent Address : H.No: 1-54, Lingapoor , Kamareddy , Nizamabad , Telangana .

**DECLARATION**

I hereby declare that all the above furnished details are true with proven records.

Place: Hyderabad Thanking You

Date: Alekhya.Y