**Chandini Uppalapati**

PHOTO

**Email ID:** chandiniupltxx@gmail.com

**Mobile:** 9325XXXX40

**Address:** H No 8-145, Jagajeevanram Nagar,  
Bangalore, Karnataka 560023.

**Profile Summary**

An MBA/BBA professional with 2+ years of experience in IT recruitment with strong knowledge in sourcing, qualifying and negotiation and have familiarly with different IT skills.

**Academic Background**

* Bachelors in Business Administration in 2020 from Ramaiah Institute of Business Studies, Bangalore with GPA 8
* Intermediate (Bi.P.C) from Sri Chaitanya Jr College, Hyderabad with GPA 8.7
* Xth from Geetanjali High School, Hyderabad with GPA 8.5

**Work Experience**

**Currently working as a Sr HR recruiter at Tricon Infotech Pvt Ltd, Bangalore, from 01 March 2020.**

**Key Responsibilities:**

* Understanding the client requirements and identifying skilled candidates through various recruitment methods.
* Discussing with hiring managers to identify staff needs and develop job descriptions.
* Posting job openings in various platforms to attract the candidates.
* Coordinating with hiring manager and candidates to schedule interviews.
* Maintain and update the database of resumes.
* Negotiating compensation and other benefits with the candidates.
* Performing background verifications and reference checks.

**Skills**

* Excellent interpersonal and communication skills
* MS office (MS word, Excel and PowerPoint)

**Personal Details**

DOB : 07 June 1998  
Gender : Female  
Marital Status : Unmarried  
Father’s name : Bhaskar Rao  
Languages Known : English, Hindi & Telugu  
Hobbies : Reading books & Playing chess  
Religion : Hindu

**Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the authenticity of the above-mentioned particulars.

Place:

Date: Signature