**Name: Vinay Battina**

PHOTO

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

**Mobile:** 7312XXXX90.

**Address:** D No: 5-223. Chikkadpalli,   
Hyderabad, Telangana 500020.

**PROFILE SUMMARY:**

A result oriented and self-driven recruiting professional with 5+ years of experience in hiring at all levels. Possess solid knowledge in various recruiting practices and experience in complete recruitment life cycle.

**ACADEMIC BACKGROUND:**

* Masters of Business Administration (MBA) in Human Resource Management from Osmania University in 2015 with GPA 7.5
* Bachelors in Commerce (B. Com) from Vivekananda Degree College, Hyderabad in 2013 with GPA 7.2
* Intermediate (MEC) from Sri Gayatri Jr College, Hyderabad in 2010 with GPA 8.
* Xth Class from Vasavi Public School, Hyderabad in 2008 with GPA 8.2.

**WORK EXPERIENCE**

**Currently working as a Sr HR recruiter at GGK Technologies from Jan 01 Jan 2018.**

**Key Responsibilities:**

* Design and implementation of overall recruitment strategy.
* Developing and updating job descriptions and job specifications.
* Sourcing candidate profiles from various job portals like Naukri, LinkedIn, Monster and Indeed etc.
* Scheduling candidates interviews with departmental heads.
* Communicating organization policies and employee roles & responsibilities to selected candidates.
* Background verification and reference checks.
* Keeping track of all the applicants in Excel for future requirement

**Worked as a HR Recruiter at Syntizen Technologies, Hyderabad from 01 Nov 2015 to 31 Dec 2017.**

**Key Responsibilities:**

* Sourcing profiles from various job portals
* Screening the right candidates through phone calls.
* Maintaining the data base of eligible candidates for future job positions.
* Scheduling telephonic and direct interviews.
* Following up with the short-listed candidates.
* Reviewing job descriptions to understand the needs of the company.
* Communicating the company information and benefits to the candidates.
* Employment verification, salary negotiations and managing joining and exit formalities.

**SKILLS:**

* Excellent interpersonal and communication skills
* MS office (MS word, Excel and PowerPoint)
* Knowledge of job portals.

**PEROSNAL DETAILS:**

DOB : 27 March 1993  
Gender : Male  
Marital Status : Married  
Father’s name : Ramarao  
Languages Known : English, Hindi & Telugu  
Hobbies : Playing cricket & Reading books  
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