

# RESUME

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## CAREER OBJECTIVE

To associate with the fast-growing organization that gives me scope to update my knowledge and skills according to latest trends and to be a part of a team that dynamically works towards the growth of organization. Also, to attain a suitable position in your esteemed organization in a challenging and rewarding position, to work with positive mental attitude, get job satisfaction and prove worthy of being selected for the said post.

## QUALIFICATION

### Professional Qualification

1. **SSC** : St. Ann's High School (Sec-bad)
2. **Intermediate** : St. Francis College (Sec-bad)
3. **Graduation** : (B. Com) Wesley Degree College (Sec-bad)
4. **Post-Graduation** : MBA (HR) Immanuel Business School

## PROFESSIONAL EXPERIENCE

### Hinduja Global Solutions

**March 2016 to July 2019**

- Handling end-to-end recruitment process.
- Experience into Bulk hiring, Campus hiring, Vendor Hiring, Walk-in Hiring and Referral Hiring
- Posting the job requirements in Naukri, Monster, Career portal and LinkedIn based upon the responses screening profiles and checking eligibility criteria and will schedule the interviews.
- Sourcing the Potential candidates using various channels Professional Social Networking sites (Facebook / LinkedIn), Consultants Management, Job Postings Mails, Walk-ins, and Employee Referrals.
- Interview Coordination, profiles screening, checking eligibility criteria, and interview scheduling, based up on the feedback processing further rounds interviews.
- Employee Referral-Interacting with candidates, to encourage them for Referrals, Visiting Projects Floors to share the employee referral scheme and to update them about the new hiring running in office.

- Handling vendor management. Maintaining good relations with vendors to get quality of candidates. Taking telephonic round as per convenience. Visiting vendors weekly or Monthly.
- Maintaining a good relationship with the candidate after they join the company and take references and also interact with the account team member and improve the referral internal profiles. Handle end to end recruitment cycle for experienced professional hiring-junior to Senior Level.
- Experience in all aspects of recruitment life-cycle which includes job analysis, sourcing resume, head hunting, cold calling, discussing with candidates, and screening candidates with regard to technical skills, salary negotiation & follow-ups until the candidate joins.
- Updating status report every day and maintaining weekly and monthly database (offer status, interview slots)
- Meeting the offered candidates to build strong relationship to make sure that he/she should join our client.
- Providing complete, accurate, and inspiring information to candidates about the company and position.
- Stakeholder Management.
- Co-ordination with candidates until they join the organization.

#### **Amazon Development Centre**

**Aug 2019 till date**

- Interview Coordination, profiles screening, checking eligibility criteria, and interview scheduling, based up on the feedback processing further rounds interviews.
- Updating status report every day and maintaining weekly and monthly database.
- Campus hiring, Bulk Hiring, Volume hiring.
- Scheduling candidates for Operations round, following up with candidates.
- Briefing candidates about different levels of assessments.

#### **TECHNICALS SKILLS**

- MS-Office: Excel, Word and PowerPoint.
- Outlook Express and Internet Explorer.
- Proficient in using internet.

#### **ATTRIBUTES**

- Being honest.
- Ability to work in group.
- Quick learner.

#### **Hobbies / Interest**

- Listening Music
- Surfing the internet
- Working out at the gym

## Strengths

- Can quickly build professional relationship with people.
- Creative, Ability to understand, Positive thinking.
- Having good communication, Self-Motivated, Hardworking achieving the goal and believe in challenges.

## PERSONAL PROFILE

<b>Date of birth</b>	:	29 <sup>th</sup> September 1989
<b>Other Qualification</b>	:	French as 2 <sup>nd</sup> language in Intermediate and Degree.
<b>Technical Qualification</b>	:	Basic knowledge in computers, good with MS-Excel.
<b>Languages known</b>	:	English, Hindi, French, Telugu, Marathi, Tamil.
<b>Skills</b>	:	Grasping power, leadership skills, proficiency in languages.
<b>Profile</b>	:	Having good communication, Self-Motivated, Hardworking achieving the goal and believe in challenges.
<b>Interests</b>	:	Building career
<b>Place</b>	:	Hyderabad
<b>Date</b>	:	

Jerusha Swetha