

SIVA KUMAR MACHIRAJU



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WORK EXPERIENCE

Senior Assistant Manager- HR

Re Sustainability Limited

12/2020 - Present, Hyderabad

End-to-End Recruitment Management: Efficiently managed the entire recruitment cycle, from requisition to candidate onboarding.

Targeted Candidate Acquisition: Successfully recruited candidates for specific roles in alignment with staffing plans.

Diverse Sourcing Expertise: Utilized diverse sourcing methods to acquire high-quality talent for various positions nationwide.

Strategic Recruitment: Developed and executed long-term recruiting strategies based on market analysis, ensuring sustained growth.

Strategic Talent Solutions: Provided strategic talent solutions, aligning recruitment strategies with overall business objectives.

Cost-Effective Sourcing: Conceptualized and executed cost-effective sourcing plans within budget constraints.

Interview and Offer Management: Conducted HR interviews, negotiated salaries, and managed the offer letter process.

Data Management: Maintained and monitored recruitment-related dashboards, ensuring accuracy and timeliness in information processing.

Stakeholder Engagement and Collaboration: Proactively engaged with key stakeholders, including hiring managers and department heads, to understand their unique talent requirements.

Corporate Recruiter

USM Business Systems

10/2018 - 12/2020, Hyderabad

- End-To-End Recruitment
- Internal Hiring

Recruiter

Quantum Asia Pvt. Ltd.

02/2015 - 10/2018

- End-To-End Recruitment
- Vendor Management

PERSONAL PROFILE

I'm a dedicated recruiter passionate about connecting talented individuals with renowned organizations. My commitment is unwavering, and my goal is to build lasting relationships with both candidates and clients. I excel in understanding people's aspirations and aligning them with opportunities for personal growth and success. I'm also deeply committed to supporting impactful projects and organizations. As a recruiter, I specialize in advanced sourcing techniques, including Boolean Logic, and leverage various resources like Social Media, Job Boards, Google Resume Searches, and Repository sites to identify exceptional talent.

SKILLS

Talent Acquisition

Leadership / Executive Hiring

Stakeholder Management

Compensation Negotiations

Networking & Head Hunting

EDUCATION

Bachelor of Technology (B.Tech.), Computer Science,
AIMS College of Engineering,
Mummidivaram, Andhra Pradesh

06/2009 - 06/2013