

SUDHARANI YETURI

Thorrur, Mahabubabad dist.
8008026982 | sudhayeturi1234@gmail.com

SUMMARY

A result-oriented US Recruiter and HR Executive with 3 years of experience with knowledge in recruiting, training and development, performance appraisal, payroll management and attendance management, customer service etc.

EXPERIENCE

- **Infojini Inc, Hyderabad**

05/2022 - 03/2023

Junior Recruiter

Responsibilities:

- Handling IT (50%) & Non-IT (50%) requirements for US based clients.
- Analyzing, understanding requirement, and submitting talent as per needed.
- Experienced working on Contract, Full time/Direct Hire, Contract to hire roles for our clientele.
- Gained good knowledge on visa types & US tax terms – W2, 1099 & C2C.
- Work Experience with Ceipal - ATS (Applicant Tracking System) and building, updating, and maintaining talent pool database in ATS for passive recruitment.
- Expertise in using job portals like Dice, Career Builder, Monster, Indeed & LinkedIn Recruiter and creating Boolean Search to find the right talent within TAT (Turn around time).
- Coordinating with HR team for screening activities (e.g., Interview schedules, drug screens, reference Checks, Paper works etc.)

Clients Supported on W2: Blue Cross Blue Shield of Tennessee, TuffsHealth, FirstAmerican, Commonwealth of Massachusetts, Caesars Entertainments Pvt Ltd, IDEMIA, State & Federal Clients....

- **COEPD, Hyderabad**

01/2021 - 03/2022

Human Resources Executive

Human Resources Executive

Responsibilities:

- Job Postings
- Screening resumes
- Performing in-person and phone interviews with candidates
- Performing reference and background checks
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Ensuring completion of joining formalities for new entrants (documentation & verification)
- Ensuring E-mail id, seating place and Machine is organized for the member
- Introducing the new member to the group members and sending communication to all users
- Processing the offer letters
- Providing information to employees relating to leave
- Handling Payroll process like new employee code creation, Addition & Deletion of employee
- Issuing offer letters and relieving letters for employees.
- Attendance Maintenance
- Conducting Induction Program

Student co-ordinator:

- Maintaining participants records

- Create and implement new strategies to develop leads.
- Build effective working relationships with employees by guidance on a range of Company policies and their process.
- Provide support, advice and guidance for participants through calls and emails.
- Conducting HR Mock Interviews.
- Arranging Awareness Sessions for Participants.
- Handling Live chat
- Handling calls and emails from Participants.

Process Executive:

- Perform counseling & career guidance for interested Students /parents by Tele-calling.
- Handle walk in enquiries and help them understand the courses offered.
- Making calls to the cold leads on a regular basis.
- Maintain and update the leads database
- Convert prospects into admissions by sharing all required information about the courses offered and career prospects associated with each of them.
- Regular updating of the reports as required

• **Indus IT Software Services Pvt Ltd**

05/2019 - 04/2020

Process Associate (Quality Analyst)

Responsibilities:

- Checking the documents and providing the feedback to the team members to improve service time and quality while increasing productivity
- Submit necessary additional request from the quality control department to support operations
- Has been a Team lead and ensured that the team are achieving the targets
- Checking the documents and providing the feedback to the team members to improve service time and quality while increasing productivity

EDUCATION

• **Prabhath Institute of Business Management**

2018 - 2020

MBA HR

7.3

• **National Degree College**

2015 - 2018

BSc Computer Science

7.2

• **Nalanda Junior College**

2013 - 2015

Intermediate (MPC)

6.12

• **Navabharath EM&TM High School**

2013

SSC

8.2

ACHIEVEMENTS & AWARDS

- Received 6 Appreciations/perks for the interviews/offers from Infojini Inc. Received 2 Patonback Certificates of Appreciation from COEPD. Awarded State 8th rank in JVRR Talent Test.

TECHNICAL SKILLS

- **Operating system:**

Windows

Packages:

Microsoft Office Word, Microsoft Office Excel, Microsoft Office PPT, Outlook

SKILLS

- *Teamwork *Time Management *Leadership *Verbal & Written Communication *Adaptability

LANGUAGES

- Read - English, Hindi, Telugu Write - English, Hindi, Telugu Speak - English, Telugu



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