

SURESH BABU TOKALA

Hr Recruiter

+917032092183

@ tokalasuresh707@gmail.com

6-79, Pedapeta, Lankalakoderu, Palacole Mandal, West Godavari District, Andhra Pradesh, 534250.



EXPERIENCE

HR Recruiter from August 2023 - TILL NOW into HR recruiter

- Sourced, Interviewed and Hired Qualified candidates for Oil & Gas Industry
- Developing and executing the company's business strategies
- Managed External agency relationships to maintain Candidate flow and control costs
- Creates and maintains a close and healthy working relationship as the liaison between HR and the Service managers
- Work closely with Upper Management in order to ensure timely filling positions, accurate and timely documentation of Field Employee resources
- Network, build and maintain relationships with HR, Hiring Managers
- Develop and manage the university relations program, including job fairs and preceptor programs
- The Recruiter will develop job advertisements in conjunction with the hiring manager and place advertisements in different media

ACADEMIC QUALIFICATIONS

SSC

Zpph School, K P Palem

06/2014 - 03/2015 K.P.Palem, Mogalthur Mandal

- Completed SSC in Zpph School, K.P.Palem Mogalthur, with 58.9%

Intermediate

Sri Yn Junior College, Narsapur

06/2015 - 03/2017 Narsapur

- Completed Intermediate in Sri Yn Junior College Narsapur with 69.5%

Bachelor of Commerce (B.Com General)

Sri Yn College, Narsapur

06/2018 - 08/2021 Narsapur

- Bachelor of Commerce(B.Com General) From Sri YN College Narsapur with 63.56%

MBA in Human-Resource & Marketing

Dr CSR PG Center, Sri YN College, Narsapur

09/2021 - 08/2023 Narsapur

- Completed MBA HR & Marketing Stream with a percentage of 69.43% in Dr CSR PG Center, Sri Yn College Narsapur.

SUMMARY

- MBA (HR) with experience in overall nearly 2 years in HR Recruitment, Business Development and Client Relationship Management etc. Currently associated with Trusafe Hr solutions LLP HR-Recruiter. Talent recruitment and acquisition professional with experience developing and executing recruiting plans within both agency and in-house settings. Manage all phases of full-cycle recruiting, from initial sourcing and screening through offer negotiations, placement and onboarding. Creatively source high-caliber candidates by leveraging recruiting software, social media, cold calling and employee referrals IT, NON-IT and OFFSHORE as well especially in the OIL & Gas Industry. 2 Years of overall experience in Human Resources, Human Capital management, Excellent work experience in HR Operation in diverse streams of HR covering Business

KEY EXPERTISE

Your Achievement

Sourcing talent through job portals, Candidate referrals, Job posting & screening the profiles as well as conducting HR validation.

Leadership skills with success driven experience. Successful in closing various leadership roles.

Planning, coordinating and executing head hunting process and maintain a comprehensive data bank of all the employees with the varied background.

Business Acumen to manage recruitment business as a whole.

PERSONAL DETAILS

Name : T Suresh Babu

Father Name : T Ananda Rao

Mother Name : T Dhana Lakshmi

Date of Birth : 24-08-2000

Address : 6-79, Pedapeta, Lankala koderu, Palacole Mandal, West Godavari District, Andhra Pradesh, 534250.

