

# SK MASTHAN BEE

## HR Recruiter

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### **SUMMARY:**

Experienced HR Recruiter with a proven record of successfully sourcing and onboarding top-tier talent. Skilled in using various recruitment tools to identify and capture qualified applicants.

### **WORK EXPERIENCE:**

#### **Human Resources Recruiter**

#### **Mygo Consulting**

#### **Aug-2021 to Jun-2024**

- Handling the Complete Cycle of Recruitment for all IT Requirements and HR Generalist Activities.
- Understanding the requirements.
- Requirement gathering, understanding technical requirements given by the client.
- Identify and shortlist candidates through various Job Portals like Naukri, Monster, LinkedIn.
- Screening and sourcing the candidates through references, employee referral, internal databases as per the requirements.
- Shortlisting the candidates through various modes like telephonic screening, technical screening.
- finally checking the interest level of the candidate towards the firm, and as per the requirement specifications.
- Coordinating with the Candidates, Technical Interviewers for Face to face or Skype or Telephonic Interviews
- Informing Shortlisted Candidates about the interview time, date& location in case of in-person interview.
- Communicating with shortlisted Candidates.
- Sourcing high-quality candidates to ensure 100% client satisfaction.
- Follow up with the candidates regularly to confirm their DOJ and keep the respective departments/Clients informed of the same.
- Handling all responsibilities from sourcing to closure.

**SK MASTHAN BEE**

**HR Recruiter**

**Human Resources Executive**

**Digicall Tele Services**

**Apr-2014 to Dec-2015**

- Taking care of Resumes shortlisted for Interviews.
- Interviews Scheduling.
- Onboarding process for new employees.
- Generating New Employee Id's.
- Taking introduction session for new employees
- New employee Documentation verification and salary accounts creation
- Handling admin related work.

**Human Resources Admin**

**Archana Solar Technologies**

**Jul-2013 to Mar-2014**

- Recruiting Employees.
- Introduction of organization.
- Preparing invoices.
- Preparing Work orders
- Maintenance of assets Register.
- Handling Admin related work.
- Explaining about product to customers.

**EDUCATION:**

- MCA  
PBRVITS, Kavali  
Aug-2008 to Mar-2011
- BSc Computers  
Jagan Degree college  
Jun-2005 to Mar-2008

**SKILLS:**

- Interviewing
- Analysing

## SK MASTHAN BEE

### HR Recruiter

- Negotiating
- Employee onboarding
- Adaptability
- Full cycle recruiting