



B Mahesh Gupta

Senior HR Executive
(Recruitment Team Lead)

Contact Details:

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Address: Hyderabad

Education:

MBA –JNTU-2011
B.Com Computers – KU – 2008
Intermediate-Prathibha Junior
College-2005
SSC – Vignan High School - 2003

Strengths:

Team Management
Self confidence in any situation
Flexible and Adaptable to work in the organization with various stakeholders
Strong leadership skills in a team
Good communicator with every one
Multi-location recruitment
Salary Negotiation & closing
Client/Hiring Manager relationships
Database creation & Maintenance
Building strong referral networks

Extra Curricular Activities:

Experiments on Vedic Cooking
Vlogging on Indian vedic Practices
Dancing
Crafts Making
Interior decoration
Organic Gardening

Career Objective

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Detail-oriented team player with strong organizational skills

Summary

- Having 10 years of experience in Domestic IT and Non IT Recruitment.
- Proven expertise in end-to-end recruitment –C2H staffing and permanent positions.
- Proficient in full life cycle recruiting; intake requirements gathering, marketing, sourcing, screening, driving the process and closing candidates.
- Utilizes professional networking, cold calling, employee referrals, resume databases, user groups, and diversity organizations to maintain a quality candidate pipeline.
- Maintains and updates daily database using MS Excel.
- Experience in Job Portals like Naukri, Monster, indeed, Job hai and company websites etc....
- Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations and closing.
- A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills.
- Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity.
- Self-motivated professional who achieves results and has superior ability to coordinate and perform several projects simultaneously.

Requirements Worked On:

- RM, AM, CA, IT , Managers for different roles, HODs, HRs, Payroll Managers, HR Generalist, HR Recruiters, Lens Pilots, Store Incharge, Accountants, Sales Managers, Executives, sales boys & girls for store, stewards, Teachers, front office executives, Customer care Executives Team Leaders, Store managers, Store executives, Delivery boys, Optical Fitters, Lab Technicians, etc...
- Worked on BHMS Doctors, PROs, Branding Strategist Managers, Digital Marketing Managers & Executives, Cluster Heads, FFCs, Marketing Head, Branding Head, Cluster Heads, Regional Managers
- Program Manager, Business Analyst, Scrum Master, PL/SQL, Java Oracle Developer, Oracle Developer, Tax Advisor, System Administrator. MS D365 CRM, Finance, F&O roles; .NET, Sales force, AEM, Power BI, Java Developer, UI Developer, DevOps Engineer, Automation & Manual Testing, Selenium Tester Python Developer, Service Desk, D 365 CRM , Application developer, CRS , Network engineer, system Administrator, Techno functional Consultant, Mobile Application Developer, Content Specialist,

Recruitment Experience in Different Sectors:

IT Companies, Retail, Sales and Distribution, Hospitals, Health care, Logistics, Blue Collar jobs, Hotels & Restaurants, Schools, Collages, Event organizations, Stores , Call centers, BPO companies, B2B & B2C etc...

Used Job Portals:

Naukri, Indeed, Job Hai & some social media like LinkedIn, Facebook, WhatsApp & WhatsApp groups, my personal database, Cold calling, internal References etc..

Experiences

Role: Senior HR Executive

Company: DR Care Homeopathy

Location: Hyderabad

Duration: May 2024 – Oct 2024 (Contract: 6 Months)

Role: Senior HR Executive

Company: Ben Franklin

Location: Hyderabad

Duration: March 2023 – December 2023 (10 Months)

Reason for left the company: Due to my Father health condition he got Paralysis (Took 4 months time to his recovery)

Role: IT Recruiter

Company: Quadrant Resource

Location: Hyderabad

Duration: July 2022– January 2023(Contract: 7 Months)

Reason for left the company: Contract Completed

Role: HR Recruiter

Company: Sri Sai Services

Location: Hyderabad

Duration: December 2015–June 2022 (7.6 Years)

Reason for left the company: Company Closed

Responsibilities:

- Ability to plan, initiate and develop successful End to End Recruitment process
- Worked for Low end to high end profiles
- Given Training to the new team members & managed the existing team
- Coordinating with the Reporting Managers & Guiding the team for the interviews process
- Finalized more Quality and Genuine profiles for the management needs
- recruiting and offer Releasing techniques
- Based on the my company requirement, Sourcing & short-listing the candidates
- Submitted more Quality and Genuine profiles
- Got the experience in Offer releasing , ERP Entry, Salary Breakups
- Worked on Contract (C2H) and Permanent Roles
- Interacted with hiring Managers and worked with internal and external clients like Goldman Sachs, Diageo, Service Now, Oracle, Tebs, Intuit, Microsoft.
- Foster long-term relationships with candidates to process smooth onboarding for Onsite and Offsite Clients.
- Handled Entire Recruitment Life Cycle deals of Sourcing, Screening, interviewing, Selection, Hiring, Negotiation and Post Offer Follow up.
- Collaborate with hiring managers and department heads to understand the specific technical skills, qualifications, and cultural fit needed for open positions.
- Gather feedback from hiring managers, candidates, and other stakeholders to continuously improve the recruitment process.
- Actively attends client's calibration calls and meets their expectations on resumes.
- Daily recruitment status report or MIS reporting- Generate daily reports exhibiting the number of technical rejects, number of rejects, Candidates on hold and number of offers generated.

Role: Sales & Marketing Manager

Company: Om Sai Enterprise

Location: Mancherial, Adilabad

Duration: May2012 – November 2015(3.6 Years)

Reason for left the company: For HR dream Job

Responsibilities:

- Conduct market research to identify selling possibilities and evaluate customer needs

- Actively seek out new sales opportunities through cold calling, networking and social media
- Set up meetings with potential clients and listen to their wishes and concerns
- Prepare and deliver appropriate presentations on products and services
- Create frequent reviews and reports with sales and financial data
- Ensure the availability of stock for sales and demonstrations
- Participate on behalf of the company in exhibitions or conferences
- Negotiate/close deals and handle complaints or objections
- Collaborate with team members to achieve better results
- Gather feedback from customers or prospects and share with internal teams

Personal Details

Father's Name: BONAGIRI.RAJAIAH.

Date of Birth: 10/08/1987.

Languages Known: English, Telugu.

Address : Hyderabad

Declaration

I hereby declare that the above given information is true correct to the best of my knowledge and belief.

Place:

Date:

Mahesh Kumar Gupta