



ADITHYA MNV

HR RECRUITER

CONTACT

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📍 EDUCATION

PGDM

Synergy School
of Business
Passout year:2021

B.COM

Nalanda Degree
College
Passout year:2018

Skills

- Recruitment (sourcing & interviewing)
- Job Posting
- Employee Onboarding
- Benefits Management

Certifications

- Udemy Microsoft Excel-Excel from beginner to Advanced)
- Keka HCM



PROFILE

I am an Recruiter having 1 year 7 months in practicing efficient hiring processes, talent scouting. Adept at identifying and evaluating potential job candidates I'm looking for a challenging position in an organization where I can expand my skills and make a significant contribution to company success.



WORK EXPERIENCE

Viswa Samudra Engineering Pvt Ltd **Sept 2024-Dec 2024**
HR Recruiter

- Collaborate with hiring managers to understand the technical requirement & specific qualification needed for each role. Sourced Profiles through naukri.
- Worked for the profiles like Accounting & Civil.
- Documentation Process from collecting documents to bank verification.

Shell Infotech **Mar 2024-May 2024**
IT Recruiter

- Collaborate with hiring managers to understand the technical requirement & specific qualification needed for each role.
- Develop detail job description & specific qualification.
- Utilize various channels to source potential candidates, including job boards, social media, professional network & employee referrals.
- Implement innovative sourcing strategies to find & attract passive candidates.
- Worked for the clients like IBM for C2H Position.

Hyse Placements **May 2023-Nov 2023**
IT Recruiter

- Placed high end technical professionals in the area of IT industry for contract & full time positions.
- Effectively recruited candidates through internet research, internet database, networking and other strategies.
- Competently used job boards like found it, Naukri, LinkedIn, indeed. Responsible for regular follow up with the candidates regarding updates. Worked with clients like Accenture ,infosys, IBM etc.