

Taruna Mahalakshmi Gellu

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CAREER OBJECTIVE

Seeking a challenging role in an organization that values professional growth and fosters a culture of success, where I can contribute my skills and dedication to achieve mutual success.

EDUCATION

- **Swarnandhra Institute of Engineering and Technology, Narsapuram, Andhra Pradesh**
B-Tech in Electronics and Communication Engineering- (2019-2023)
- **Sri Surya Junior College, Narsapuram, Andhra Pradesh**
Intermediate (MPC) -(2017 - 2019)
- **Z.P.P.H School, YV Lanka, Andhra Pradesh**
Secondary School of Education- (2017)

SKILLS

Technical Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, etc.).
- Proficient in Word and Excel, including data entry, formatting, charts, formulas, PivotTables, and basic data analysis.
- Familiarity with VoIP (Voice over Internet Protocol) systems.
- Basic troubleshooting skills for technical issues.
- Operating System: Windows.
- Proficient in typing with accuracy and speed.

Other Skills:

- Excellent verbal and written communication skills.
- Active listening skills.
- Skilled in collaborating within team settings to achieve shared goals.
- Strong analytical skills.
- Attention to detail.
- Ability to work under pressure and handle stressful situations.
- Empathy and patience in dealing with customers.

WORK EXPERIENCE

Bench Sales Recruiter

Company Name :- Kesh Tech

Employment Dates :-Jan 2024 to Dec 2024.

Responsibilities :-

- Source and screened sales candidates through various channels.
- Managed candidate relationships and communicated job requirements and expectations.
- Collaborated with hiring managers to understand recruitment needs and provide solution.
- Clearly explained job requirements, expectations and company culture to candidates.
- Understanding of candidates needs, concerns, and qualifications.
- Utilized email and VOIP to communicate with vendor ,ensuring timely and effective communication.
- Addressed and resolved any issues or concerns raised by vendor in a timely and professional

manner

- Negotiated rates with vendors and clients to ensure successful placements.
- Addressed and resolved any issues or concerns raised by vendor in a timely and professional manner.
- Built and maintained a strong candidate pipeline.
- Maintained daily activity reports, consultant status, and submissions updates in Excel Sheet for internal tracking and reporting.

Personal Details :

- Name : G Taruna Mahalakshmi
- Date Of Birth : 21-06-2002
- Marital Status : Single
- Languages Known : Telugu , English.

HOBBIES:

- Gardening
 - Cooking
 - Listening Music
 - Travelling.
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