**D.Anita Reddy Phone: +918638771155**

**Specialist Recruiter/TL**

 **E-mail: anitareddy709@gmail.com**

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| **Company** | **Role/Department** | **Years of experience** |
| Iplace | Healthcare Recruiter/NON-IT | May 2021- Dec 2023 |
| Global Systems |  Healthcare Recruiter | Jan 2019- April 2021 |

**Professional Summary**

**Professional Experience**

* I have experience of 4 year 7 months in Us Healthcare recruitment/Non IT and having good knowledge about W2 .
* Worked on the clients like Health Trust (HCA healthcare) for the hiring of Surgical technician, Manager Neuro ICU RN, RN Cath Lab) CNA, LPN/LVN.
* For the Light industry I have worked with various clients like Artech, Teleperformance (AEP, P and C), Tesla (Production Associate, Material Handler). Modern Industries (Chemical Lab technician, Visual inspector, TIG Welder, Assembler, Handﬁnisher /deburring).
* End Clients for GOOGLE and MICROSOFT (Outbounds Sales and Campaign Specialist).
* Hands on with the ATS (Applicant Tracking System) Cats, Monster, JOBDIVA, Career Builder,Linkldn Recruiter.
* Worked on Healthcare or clinical requirements like Registered Nurse, Licensed Practitioner Nurse etc.
* Hands on Experience with ATS (applicant Tracking System), JOB DIVA.
* Highly focused with healthcare clients like MERCY HEALTH, OPTUM and more matching up the brightest talents in their respective ﬁelds with the companies that need their expertise and to realistically source, screen, and present qualiﬁed candidates and to communicate requirements goals to hiring managers.

**Roles and Responsibilities**

* Carefully analyzing the requirements as per client needs.
* Maintaining and updating the database of consultant and vendors.
* Responsible for full cycle for recruitment and end to end recruitment and sourcing, screening.
* Lead team of 4-7 members.
* Leading and participating in daily scrum meetings with the team to prioritize the set of requirements.
* Handling everyday clients calls and expectations.
* Well acquainted with Microsoft office (Word, Excel, Power Point, Outlook, Gmail)

**Professional & Academic Qualification**

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| --- | --- |
| **Qualification Period Institute/University**  | **Percentage** |
| Btech | 2014-2018 | Beant College of Engineering and Technology | 65% |
| Intermediate | 2012-2014 | Sri Chaitanya Jr College | 84% |
| X | 2012 | SEBA (Secondary Education Board of Assam) | 61% |

**Achievements & Extra Curricular Activities**

* Volunteered in conducting in the ASER-2016.
* Scored 2nd position in science exhibition at Inter-College Level.
* Team Leader of Entrepreneurship Development Club and Photography Club.
* Won 1st position at Volleyball Championship Inter-Level College.

**Languages Known**

* Hindi
* English
* Telugu
* Assamese
* Punjabi

**Skills**

* Client Handling Calls
* Talent Management
* AutoCAD
* MS Office Suite
* Pre-Employment Screening

**P R OJECTS**

* Conversion of Atmospheric Carbon dioxide into dry Ice
* The main objective of this project was to decrease the effect of global warming by controlling the amount of carbon dioxide into the atmosphere.

**3 D Printing**

* Learned the Certiﬁed skills of 3D printing in a training program.