

Lebenslauf

Persönliche Daten

Name: Bhaskara Siva Shankar Allu
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Visa: Opportunity Card
Work Permit: Eligible to work up to 20 hours per week (legal authorization)



Profil

HR Recruiter with 5+ years of international experience in recruitment, client relations, and customer service. Skilled in end-to-end hiring, interview coordination, salary negotiation, and HR operations. Proven track record of reducing time-to-hire and improving hiring quality. Strong interpersonal skills with global exposure in India, Australia, and Germany.

Berufserfahrung

COEPD, Hyderabad, India

HR Executive | 03/2023 – 02/2024

- Hired 50+ employees through job portals, reducing time-to-fill by 30%.
- Conducted 100+ interviews (online & in-person).
- Led recruitment campaigns at 5+ job fairs.
- Negotiated salaries, cutting hiring costs by 15%.
- Maintained payroll and HR records with 100% accuracy.

TopsysIT Solutions, Hyderabad, India

Bench Sales Recruiter | 02/2021 – 11/2022

- Managed recruitment for US clients (H1B, GC, USC, EAD).
- Increased candidate visibility via LinkedIn, Dice, and job boards.
- Coordinated client/vendor interviews and placements.

Taj Mahal Hotel, Hyderabad, India

Guest Relation Executive | 01/2015 – 12/2015

- Managed front desk operations, supporting 100+ guests daily.
- Improved guest satisfaction with faster response times and event coordination.

Coles Supermarkets, Melbourne, Australia

Customer Service Representative | 10/2012 – 07/2014

- Improved transaction efficiency by reducing checkout time by 20%.
- Assisted customers and processed payments with high accuracy.

Ausbildung

Brighton Institute of Technology, Melbourne, Australia

Advanced Diploma in Hospitality | 08/2008 – 03/2012

Guru Nanak Engineering College (JNTUH), India

Bachelor of Technology – Mechanical Engineering | 09/2003 – 07/2007

Fähigkeiten

- Recruitment & Payroll Management
- HR Software & Database Management (Coepd HR Software)
- Social Media Recruiting (LinkedIn, Foundit, Apna, Dice)

- Client Relations & Negotiations
- Communication, Teamwork, Problem Solving

Sprachen

- Telugu: Native
- Hindi: Proficient
- English: Proficient
- German: Beginner