



PROFILE

Experienced IT recruiter with one year of expertise in sourcing and screening top talent for industry leaders like Wipro, Genpact, and L&T. Skilled in managing full-cycle recruitment, building strong candidate relationships, and accurately matching talent to client needs. Possess a solid foundation in HR principles through an MBA and a strong interest in expanding into broader HR functions such as employee engagement, onboarding, and talent development. Motivated to leverage my recruitment experience to grow within HR and make a meaningful impact on employee satisfaction and organizational growth.

CONTACT

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SAI GANESH SANABOYINA

EDUCATION

Godavari Institute of Engineering & Technology (A), JNTUK – Rajamundry, AP.

Master of Business Administration in HR & Marketing, 6.5 GPA, 2023

Adikavi Nanaya University – Rajamundry, AP

Bachelor of Commerce - 6.5GPA, 2021

WORK EXPERIENCE

COMPANY: VILWAA Teach Enablers Private Limited, Chennai, TN

Job Role: IT Recruiter

March/2024 To Present

- Client Collaboration: Worked closely with leading clients such as **Wipro, Genpact, L&T, and Oracle, TASE** to understand their talent requirements and provide tailored recruitment solutions.
- Expertise: Specialized in sourcing IT professionals with skills in software development, data science, cloud computing, and other emerging technologies.
- Leveraged expertise in sourcing and screening candidates for various technical and non-technical roles using platforms such as **Monster, Dice, LinkedIn, and Indeed, Naukri**. Effectively utilized Boolean strings to refine searches, ensuring precise alignment with client requirements and industry standards.
- Scheduled and conducted interviews with shortlisted applicants for **IT, Healthcare, Non IT positions**.
- Full-Cycle Recruiting: Managed end-to-end recruitment processes, including job postings, candidate sourcing, screening, interviewing, and offer negotiation.
- Coordinated with candidates on **employment eligibility (H-1B, OPT, GC, EAD, TN Visa)** Etc.
- Managed end-to-end recruitment, ensuring compliance with **W-2, 1099, and C2C tax terms**.
- Collaborated with the HR team to ensure a smooth **onboarding process** for new hires.
- Responsible for **HR Engagement Activities** in an organization

TECHNICAL SKILLS

- MS Word
- MS Excel
- Power Bi
- SQL
- Power Point

Professional Skills

- HR databases
- Recruitment and hiring
- HR strategy
- Collective bargaining
- Compensation Structuring
- Internal Communications
- Employment law
- Compensation and benefits
- Workers Compensation
- Onboarding and Orientation
- Performance Reviews
- HR metrics
- Payroll Administration
- Dispute Resolution
- HR Engagement Activities
- Employee Retention

SOFT SKILLS

- **Problem-Solving and Critical Thinking.**
- **Communication Skills.**
- **Attention to Detail.**
- **Time Management and Organization.**
- **Adaptability and Flexibility.**

**COMPANY: Nagarjuna NACLI Industries LTD, Konaseema, AP
October/2022 To November/2022**

Job Role: HR Trainee (Intern)

- Created job descriptions for new roles within the organization.
- Helped with recruitment by posting job openings, screening resumes and scheduling interviews.
- Searched for qualified job candidates using computer databases, media advertisements or employee referrals.
- Prepared onboarding documents for new hires, such as contracts and employee handbooks.
- Organized and maintained personnel records in a secure database.
- Assisted in the recruitment process by screening resumes, conducting phone interviews and scheduling face-to-face interviews with potential candidates.
- Provided administrative support to HR team members including tracking of vacation days and other employee benefits.
- Conducted research on labor laws and regulations, best practices, and industry trends.

ACHIEVEMENTS AND CERTIFICATIONS

- Membership certificate in national institute of personal management (NIPM).
- Participated in the certificate in corporate social responsibilities.
- HR Engagement Activities Coordinator.At (VILWAA Enablers Private Limited).
- Participated in various activities that tap on various skills like book review cultural activities.
- participated in the certificate in corporate social responsibilities.