**Curriculum Vitae**

**DIVIJA.RAPAKA**

Hno:3-16,

Srisrinagar colany,

turkayamzal,

Hyderabad, Mobile: 8019192658

Telangana,India-501510. Email:divija.twinkle@gmail.com

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CAREER OBJECTIVE

To obtain a position in education teaching that will allow me to use my strong passion for student development coupled with skills and experience that will enable me to make a difference in all round development of students.

**EDUCATIONAL CREDENTIALS**

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION** | **COLLEGE** | **UNIVERSITY** | PERCENTAGE |
| B.ed[Maths,Physics]  (2019-2021) | Enrich college [Nalgonda] | MahatmaGandhiUniversity | 8.7 |
| M.Tech[CSC]  (2014-2017) | Ganapathy Engineering College  Warangal | Jawaharlal Nehru Technological University-Hyd | 68.72% |
| B.TECH [IT]  (2008-2012) | Samskruthi Engineering College,hyd | Jawaharlal Nehru Technological University-Hyd | 71.35% |
| Intermediate  (2006-2008) | kakatiya Junior college, hyd | Board Of Intermediate | 80% |
| SSC  (2006) | A.P.S.P 4th bn High School,  warangal | School Of Secondary  Education | 85% |

**Work Experience:**

**Working as Information Technology Recruiter in S3vision client to Wipro[C to H] from 2021 JUNE to till date**

Souring consultants who has experience working within Information Technology (IT) recruiting It’s a challenging, fast-moving candidate-driven market, and the ideal candidate should be highly motivated and tenacious enough to keep up with the pace.

**Objectives of this Role**

* Source senior level, highly specialist candidates for leading global businesses, covering the European and International markets
* Screen and interview candidates to ensure we put forward the best quality candidates to clients
* Consult with clients on overall hiring strategies and tailor your approach accordingly
* Keep up-to-date with latest industry trends to ensure candidates can be evaluated against industry standard assessments
* Build and develop your client portfolio, providing expert consultation to ensure repeat business
* Generate new leads and clients using your network of contacts
* Network online and offline with potential candidates to promote our employer brand and ensure we attract the best professionals

**Daily and Monthly Responsibilities**

* Liaise with clients to understand role requirements in order to source the most suitable candidates
* Write and post technical job descriptions on specialist IT job boards, social media and any other relevant channels
* Source, screen and compile a shortlist of qualified candidates for various technical roles
* Interview candidates combining various methods (e.g. structured interviews, technical assessments and behavioral questions)
* Build a candidate CRM to ensure a solid pipeline of qualified candidates - ensuring candidate data is kept updated
* Participate in tech conferences and meetups to network with IT professionals
* Keep up-to-date with new technological trends in order to form strategic conversations with clients on future hiring needs
* **Worked as Secondary Grade Teacher in Lotus Lap group of schools (Integrated with CBSE and ICSE blend)Affliated to Telangana State Board from 2019 to 2021 May.**

**Roles & Responsibilities:**

* To organize personal timetables, classrooms and pupils' work with due regard to the requirements of the curriculum and policies of the School.
* To discuss with parents or guardians their children's progress at parent/teacher meetings and at other times when required.
* To provide a stimulating classroom environment for children and to expect standards of individual excellence from children.
* To be aware of and act upon the needs of students with particular emotional and special educational needs and to ensure appropriate provision in their teaching for such students, including those with specific gifts and talents.
* To produce end of term, yearly, transfer and other necessary reports, as required by the Principal.
* To submit appropriate lesson plans in advance on dates specified by the Principal or the Teacher’s line managers and in the format according to school policy.
* To implement the agreed school discipline policies for all pupils.
* To participate in playground and other supervisory duties as required.
* To plan, supervise and teach any extra-curricular activities as required.
* To take responsibility for the direct management and supervision of any Classroom Teaching Assistant allocated to the Teacher’s class.
* To support the LOTUS LAP PUBLIC SCHOOL and the Parent Class Link Group in fund raising and other whole school or year group events.
* To be aware of the need for personal career development and to take appropriate in-service training courses wherever possible.
* **Worked as Training Manager in CST Services for (Mission Code Project) in Telangana Social Welfare Residential Education Institution Society (TSWREIS) for 240 schools in Telangana State from 2017-2019.**

**Roles &Responsibilities:**

* Develop individual and group trainings.
* Develop training manuals that target tangible results.
* Implement effective and purposeful training methods.
* Evaluate organizational performance to ensure that training is meeting the business needs and improving performance.
* Effectively managed the training budget
* Assess employees’ skills, performance and productivity to identify areas of improvement.
* Effectively communicate with team members, trainers and management.
* Manage the technologies and technocical personnel required to develop, manage and deliver training.
* Keep abreast of trailing trends, developments and best practices.

**Skills, abilities, personal qualities and achievements:**

* **Published in Print Media [News Paper],tele-casted in electronic media on the project I am leading as a project manager.**
* The ability to promote and maintain the highest standards in all aspects of the work in the school
* Team player with energy, enthusiasm and perseverance
* Very good organizational skills, encouraging positive collaborative working practices
* Good communication skills, showing sensitivity and strength
* Mentoring and coaching skills, showing ability to be both constructive and critical
* Ability and skills to manage change
* A commitment to developing curriculum activities within the Technology Faculty
* Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools.

**Academic Projects:**

**M.Tech Project**: PRIVACY-PRESERVING PUBLIC AUDITING FOR SECURE CLOUD STORAGE

PLATFORM: JAVA

DOMAIN : Networking

**B.Tech Major Project**: Intrusion Detection for WSN

PLATFORM: JAVA

DOMAIN : MOBILECOMPUTING

DECLARATION

I here by declare that the above-furnished details are true to the best of my knowledge.

**Date :** (R.Divija)

