

**Whats app Mobile:+971504753686**

**Gulfjobseeker.com CV No:259563**

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

Hello,

Greetings for the day!

I gladly take this opportunity to as a Master of Business administration (MBA) graduate from Izee business School, India) with hands on experience in HR Recruitment & Operations areas. I intend to pursue my career in the field of Human Resource and willing to offer my services in any HR related domain.

Review of my credential will confirm that I am capable of serving as a catalyst for achieving objectives and organization growth through effective contributions. I possess 3+ year of experience in the field of HR.

I am an individual with very high degree of will power & enthusiasm. I am a quick learner and very fast on taking up responsibilities. I like applying my imagination to generate new ideas to improvise my work. I understand that working for your organization requires a candidate who is team oriented and is able to deal with people in various departments. I am confident that possess these skill, which will help me to perform my job efficiently and effectively.

My goal is to transit my energies and enthusiasm in the assigned position and I ensure that my presence in your team will prove beneficial to your organization. Therefore I submit my update curriculum vitae for your kind consideration.

**OBJECTIVE**

To have a challenging career, which demands accountability, has a result-oriented approach, requires an innovative professional acumen and provides conducive growth opportunity, compatible with my capabilities and professional skills, thus contributing to the organizations overall growth.

**SUMMARY**

* **3.6yrs of extensive experience in Talent Acquisition (Recruitment) and Operation activities in HR space**
* Hands-on experience in **technical staffing for Junior-middle & Senior Level Professionals.**
* **Well versed with HR operation activities such as generating the offer letter, appointment letter, doing the joining formalities, documentation for new joiners, handling the inductions, conducting the exit interviews, etc..**
* Hands-on experience in **End to End IT recruitment** – Contract **and Permanent Staffing**
* Primary Responsibilities involves, understanding requirements, Creating road map, Executing the Work Plans and manage the End to End Recruitment
* Hands-on experience in Vendors management- sharing the JD, screening their profiles, prioritize vendor on their skills, sharing the feedback on time, etc…
* Building a direct relation with potential vendors to ensure the quality, educating the right JD and emergency of the requirement to ensure that all the requirements are getting closed in timely manner, etc..
* Directly handling the customer requirements and sharing the internal technical screened profiles according to their requirement
* Working directly with Hiring managers and the business to understand the JD and the new challenges for the open positions.
* Best utilization of technical panels and their valuable time with the right resource for the interviews
* Sourcing the profiles for selected requirements
* Demonstrated ability to build and maintain positive working relationships with all people both inside and outside the company.

**Professional EXPERIENCE**

**Current Organization : BOB Tech solutions, deployed to Happiest Minds Technologies, Bangalore**

**Designation : Talent Acquisition specialist (Recruitment and operation)**

**Period : Sept. 2014 to Oct.2015**

**Company profile**

Happiest Minds Technologies, a next generation digital transformation, infrastructure and security and product engineering services company having over 100 customers and team of 1450 people specializing in disruptive technologies like big data analytics, internet of things, mobility, cloud, security, unified communications, etc. It is Head quartered in Bangalore, India, and has its operations in the US, UK, Singapore, Australia.

**Key Roles & Responsibilities:**

**Recruitment**

* **Handling End to End Recruitment Process**– Contract **and Permanent Staffing**
* Primary Responsibilities involve in understanding requirements Creating road map, Planning and Executing the Work Plan and manage End to End Recruitment
* Handling Permanent & Contract Staffing, Vendor Management activities.
* Vendor management- Sharing the open requirement on daily basis, Explaining the JD if required, educating the emergency of the requirement, Screening the profiles and encourage them with the feedback ASAP, give them the right information to improve the quality, ETC..
* Client Handling- Supporting the end client requirement, sharing the internal technically screened profiles with them, Talking to them on new requirements,etc..
* Sourcing the profiles for niche requirements, Scheduling the technical interviews with the Tech panels, Salary Negotiation, Documents verification, conducting the HR discussions, BGV initiation and doing post offer follow up till On boarding of the resource.
* **Sourcing through Social networking sites** – Linked in, Facebook, My Notice Period, Sixth Sense, Free job posting sites, Internal database, **Networking**(head hunt) - candidate references and Employee referrals, Goodling, etc…
* Interview Coordination – Maintaining healthy relationship with the Candidates and Tech panels for closing interviews & getting the feedback on time.
* Initiating and conducting the Drive plans (Weekdays/Weekend) for bulk hiring.

**Operations:**

* To stimulate the process for Offer Letter, Appointment Letters, Increment Letters, Transfers Letters.
* Joining formalities, documentation and maintaining the Records, Personnel files of new joiners, existing employees & resigned employees on periodic basis.
* Monitoring & managing the medical insurance, Provident fund, employee id, email Id, allocation of work.
* Processing the Exit Kit After receiving resignation like- Notice period served or not, Submission of Assets & Stationary ,Full & Final Settlement processing for exiting employees
* Independently handle the background verification check of all the new joining and bring it to the attention of the management in case of any discrepancy
* Connect with the shortlisted candidates and ensure effective Pre-boarding by sending the offer emails to the selected candidates on time and through an engaged follow up with them
* Coordinating with the External Trainers regarding the Training schedule.
* Evaluation of the employees post training program.
* Engagement Programs like Festivals celebrations, Monthly activities, Annual day, and Birthday Celebrations.
* Handling exit interviews for all the relieving employees and sharing the data to the management.

**Previous Organization : Magna InfoTech,**

**Designation : HR Consultant**

**Period : Sep 2013 to Sept. 2014**

**Company profile**

Magna InfoTech is a leading IT services, CMM Level 3 certified company headquartered at Hyderabad with operations across six other cities including Delhi, Kolkata, Bangalore, Pune, Mumbai and Chennai. It also has offshore offices at Danbury, Connecticut, USA. Managed by a team of IT professionals with diverse experience and employee strength of around 10,000 employees worldwide, we provide Staff Augmentation services for over 250 clients on diverse skill sets, besides providing quality, cost-effective and value added IT solutions and end-to-end customized e-learning solutions to 120 of the Fortune 500 clients.

**Key Roles & Responsibilities:**

* Extensively worked on Contract, C2H, Permanent staffing
* Handling End to End Recruitment- Requirement Analysis, Sourcing, preliminary Screening, Short listing, Scheduling, Pre-Employment background Verification and joining.
* Releasing the offer letter software tool, doing the joining formalities, documentation, conducting the Inductions, etc..
* Recruiting through various channels like sourcing through Job Portals (Naukri& Monster), References (Candidates & New Joiners), Employee Referrals, Job posting and head hunting.
* Meetings & Reviews with the category managers to understand existing and future manpower requirements.
* Responsible for Internal Recruitment as well as External Clients Requirement and handling the clients.
* Understanding Client's Requirements sourcing resumes, screening & shortlisting of resumes by evaluating the candidate's Technical skills, communication skills, presentation skills, based on client's requirement and interviewing potential candidates.
* Handling initial round of HR Interview in order to assess the candidates Suitability, Attitude, Academics and Professional qualifications, Experience, Communication skills Family background Etc.
* Coordinating with clients and scheduling the interviews for the short listed candidates.
* Scheduling Interviews as per the client's specifications, intimating the candidates about the interviews.
* Follow-up with client as well as the candidates till the selected candidates gets the offer letter and joins the organization.
* Pre-offer Follow up – Scheduling interview, getting feedback from both client & Candidate after the interview.
* Post-offer Follow up – Candidate’s interest and motivate till joining.
* Developing a strong network with Professionals in IT, Non IT and ITES Industries to get more leads and information of sourcing the right candidates.
* Creating, maintaining and updating the database for different skill sets.
* Generating daily, weekly & monthly reports.
* Having good relations with Operations and Training departments for effective recruitment.
* Maintaining a friendly relationship with the employees and solving their queries.

**Previous Organization : BOB Tech solutions**

**Designation : HR Recruiter**

**Period : April 2012 to July 2013**

BOB Tech solution is a Product Based Company & business consulting firm based in Bangalore, India founded in 2005. We are ISO 9001:2008 & ISO/IEC 27001:2005 Certified Company. BOB serves customers in PAN India and across the globe enabling their business growth through Enterprise IT Solutions, eProcurement Solutions and Consulting that focus on value addition and competitive positioning. BOB is a technology focused, process driven and people oriented organization. An enthusiastic and passionate team of 350+ bright professionals is the strongest asset of 350, apart from the strong technology expertise, functional knowledge, robust methodologies and fool proof processes to deliver enterprise IT solutions and services to clients.

**Key Roles & Responsibilities:**

* Managing end – end IT recruitment.
* Adaptability and flexibility to work on different requirements.
* Able to withstand pressure and work towards closing all the open positions at the earliest.
* Conducting walk-ins and coordinating with the candidates and Technical Panel.
* Expertise in Entire end to end Recruitment Life Cycle from Sourcing, Screening, Selection, salary Negotiations, pre-selection Process and Post Offer Process Etc.
* Extensively working in job portals like Noukri and Monster and using own criteria’s to source profiles according to the requirements
* Sourcing and screening candidates through creative sourcing techniques which include Self- created databank, referral generation, own network of contacts
* Convince the candidates to bring them for the contract hire position
* Call the candidate for the initial round of interview and take the first round of interview, send the qualified people for technical test with our technical panel.
* Briefing the candidates about the job profile, package, organization, Follow up with candidates for interviews and joining.
* Preparing Daily, interview and Bob tracker reports using excel.
* Issue of offer Letters and completing joining formalities of selected employees.

**Technologies familiar with**

* **Sun Technologies:** Core Java – JSP, Servlets,JDBC, Frameworks- Struts, Hibernate, spring,JSF, Swings, XML,etc.App Servers: Web Logic, Web sphere, Web methods, Tomcat, and JBoss, etc…
* **Microsoft : .**Net (VB.NET, ASP.NET, C#, ADO.NET), Share point,
* **Mainframe :** COBOL, CICS, JCL, VSAM
* **ERP :** SAP(Technical, Functional –ABAP, Basis, CRM, NetWeaver , MM, FI, SD, FICO, QM, BW, IS, SC, HR, HCM ,BIW,EP, CRM,LE, PP,BOBJ,XI/PI)
* **Data warehousing** :**Business Intelligence& ETL**,. Business intelligence reporting: Tableau, Qlikview, etc.**ETL tools**: Informatica, Teradata, Cognos, Datastage, Ab initio, etc..
* **Database :** Oracle pl/sql, MS SQL,MY SQL, Teradata
* **Software Testing:** Manual Testing (Functional), Automation Testing(QTP, Selenium,HPQC)
* **Performance testing** (Load runner, Jmeter,NeoLoad, etc..)
* **CRM** : SFDC,MS dynamics, Siebel
* **Operating System :** Linux, UNIX, Windows, IBM AIX
* **System Administration**
* Unix, HP Unix, IBM AIX, Windows, VMWARE, WINTEL, Linux, Sun Solaris

**ACADEMIC PROFILE**

* **MBA (HR) from Izee business school, under Gauhati University in 2012**

**ACHIEVEMENTS**

* **Received best performer award from BOB Tech solutions in the year of 2012.**

**PERSONAL DETAILS**

Gender : Male

Marital status : Single

Date of Birth : 6th April, 1989

Languages known : English, Kannada, Hindi, Malayalam, Tamil