

SANTHOSH KUMAR

**Executive –Admin**

DOB : 22.04.1990

Nationality : Indian

Location : Sharjah, United Arab Emirates

E-Mail :221990santhoshkumar@gmail.com

Mobile : +971567020281

**OBJECTIVE:**

Aspiring for a career that places me in a challenging position within a fast-paced and learning oriented environment for my technical and inter personal skills.

**PROFESSIONAL EXPERIENCE:**

Company Name : Magus Technologies, Chennai-16, India

Company Type : HR and Consulting Services for Core and IT services

Designation : Executive Officer

Role : Admin

Duration : 22 May 2013 to 30 Jan 2016

**JOB DESCRIPTION:**

**1. Recruitment**

* Coordination with Technical panel and understanding their requirements, defining job positions.
* Resourcing, screening and short listing resumes through various job portals.
* Short listing the resumes based on desired skills and experience.
* Advertising vacancies, screening and short listing resumes.
* Conducting telephone and Personal interviews in coordination with department heads.
* To handle end to end recruitment process based on our client needs.

**2. Administration**

* To handle positions at all levels from Entry level to Top- Management
* Recruitment, Initial screening and profile matching with reference to Educational Qualification, Total Experience, Relevant Skill sets, Communication skills, Team Compatibility & stability.
* To Source profiles form various job portals like Naukri and Monsterjobs,Timesjob and free ad portals
* To understand the requirements of clients.
* Schedule interviews, co-coordinate with the shortlisted candidates for next levels of interviews till closure.
* Building and maintaining relationships with Candidates on a continual basis through a high volume of phone, e-mail.
* Regular follow ups with offered candidate till on boarding.
* Maintaining employee’s personal files and records.
* Designed Policies and Various HR Forms and Induction Program.
* Tracking attendance, maintaining leave records, issue letters, etc.
* Preparation of full and final settlement.
* Generation of Experience Letters, Relieving Letters.
* Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

**ACADEMIC PROFILE:**

**B.E-COMPUTER SCIENCE AND ENGINEERING**

Institution : Tagore Institute of Engineering and Technology, Deviyakurichi-Attur, Salem DT.

University : Anna University of Technology

CGPA : 7.50

Year of Completion :2012

**H.S.C**

Institution : ArasuNagar Matriculation Higher Secondary School, Ariyalur.

Exam Authority : Matriculation of Tamil Nadu

Percentage :70.00

Year of Completion :2008

**S.S.L.C**

Institution : ArasuNagar Matriculation Higher Secondary School, Ariyalur.

Exam Authority : Matriculation of Tamil Nadu

Percentage :76.90

Year of Completion :2006

ACADAMIC PROJECT:

**\***Ensuring Data Storage Security in Cloud Computing

**PERSONAL DETAILS:**

Father’s Name **:** SAMPATH.N

DOB **:** 22.04.1990

Gender **:** Male

Nationality **:** Indian

Hobbies **:** Listen to movie songs.

Languages known **:** English, Tamil

Address : 4/30, Andhana Kurichi Street, Keelapalur-621707, Ariyalur, TamilNadu, INDIA

Current Location : : SHARJAH

VISA Type : Visit

**DECLARATION**

I do hereby declare that the particulars of information and facts stated above are true and correct and complete to the best of my knowledge and belief.

Place: Sharjah

Date:

**SANTHOSH KUMAR**