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**PROFESSIONAL SUMMARY**

* **4.5 Years of experience in Talent Acquisition – Volume, Mid level, Leadership.**
* **Having in- depth knowledge of the complete Recruitment Life Cycle.**
* **Has experience in handling geographies of India, APAC, Middle East and Europe**
* **Has experience in Handling and closing Lateral Hiring Requirements with Volume hiring**
* **Conducted phone screens with in-depth ability to qualify on specific technologies.**
* **Evaluate and negotiated salaries and benefits.**
* **Maintained a track progress of each and every submittal during the process.**
* **Proficient in job posting to various Internet job boards (Naukri, Monster, Job Streets, Taleo, Linkedin).**
* **A Strong team player with good communication skills, Innovative & Creative, with good team management skills.**
* **Expertise in Client Relations and Delivery.**
* **Good Presentation, Negotiation, Networking and Leadership skills.**

**BACKGROUND**

**Educational Qualification**

|  |  |  |
| --- | --- | --- |
| **University/ Institute** | **Percentage** | **Year** |
| B.E in Electronics & Communications Engineering (Affiliated to the Anna University). | 65% | 2010 |
| HSC: LEO Matriculation Higher Secondary School, Chennai. | 77% | 2005 |
| SSLC: Dr. Nalli Kuppuswamy Vivekananda Vidhyalaya , Junior College, Chennai. | 65% | 2003 |

**CLIENT MANAGEMENT**

* Assigned as a **single point of contact** for clients.
* Meeting Client personally once in a month or as and when required to develop a better relationship with them.
* Gathering requirements and understanding them thoroughly.
* If needed approaching client to arrange a conference call with the hiring manager or technical people.
* Keeping a follow up for the short listing of candidates, interview schedules, post interview feedback, before joining formalities etc.
* **Collecting billing details** as candidates join.

**Skills Worked On / I T Requirements worked on & known skills :**

**Sun Technologies** : Java, JSP, EJB, XML, UML, Struts Framework, Swing, OOAD

**Microsoft Technologies** : C, C++, VC++, MFC, VB, COM, ASP, C#, Dot Net, PHP, Sharepoint

**Data Warehousing** : ETL Architect, Informatica, Cognos, Business Objects, Hyperion,

Teradata, Ab Initio

**DBA** : Oracle DBA, SQL DBA.Applications: Oracle pl/sql , Unix , Linux **ITIL Support :** WindowsAdmin,Unix Admin, Linux Admin Solaris **Informix Testing** : Automation, Manual Testing, Quality Assurance. **Mobile Application** : iOS (iPhone, iPad, iPod touch), Android, HTML5, Flash **ERP Packages** : SAP Modules, Oracle **MSBI Tools** : SSRS (Reporting tool), SSAS, and SSIS.

**Technical Skills:**

**Recruiting Tools used** -Naukri, Jobstreet, Jobsdb, Career Builder, Corp-Corp, Hot jobs, Google groups, and internal Database.

**Proficient with MS Office tools**: Word, Excel,Outlook etc…

**Positions Worked on :**

S/w Developers, Sr. Developers, Testing, Tech Lead, Tech Architect, Associate Manager, Project Manager, Delivery Manager, Business Analyst, Functional Consultant, Tech Consultant , Instructional designer, Director etc..

**EXPERINCE AND EMPLOYMENT DETAILS**

**CSC- India November 2014 – December 2015 - Professional Recruiting 1**

Responsible for end to end recruitment (**APAC, Middle East, Domestic)** right from creating the Global position number with the details from the hiring team, creating requisitions, posting the requirement in external and internal sites, identifying suitable talents, negotiating the commercials, presenting them to the hiring team, facilitating in the interview process, extending offer to the selected candidates, coordinating with the BI (Background Investigation) team to ensure completion of the BI before the candidates are on board. Responsible for Mostly Full time Opportunities in USA. Has experience in Lateral Hiring.  
• Strong experience in **Taleo (a recruitment tool from Oracle)** in carrying out the entire recruitment flow, for creating a requisition, mapping and posting the requisition.  
• Source, screen, evaluate and select candidates through a structured recruitment process designed to obtain best candidates and offer negotiation. Works extensively inside the HRMS system to extend offers and conducts or ensures reference and background checks as specified   
• Supported for Domestic Recruitment and Conducted week end drives for IT Technologies and also supported to release the offer for selected candidates and make sure the candidate joins the Project.  
• Participates in the development of the applicant flow database into enterprise HR databases   
• Thorough understanding of the CSC’s recruitment process and involved in mentoring new talents in the team   
• Creating and maintaining recruitment reports for different projects involved in.  
• Uses internet sourcing and employee referral program lead information.   
• Maintains appropriate records and statistics and prepares reports as necessary.  
• Review service delivery per agreed SLAs and TATs for the process owned

**CSS Corp PVT LTD - HR Consultant – (May 2014 – November 2014)**

**JOB RESPONSIBILITIES:**

* Managing the complete **recruitment life-cycle process**.
* Analysing detail JD, Designing attractive and specific JD, sourcing the best talents from diverse sources after Identification of manpower requirements (**Internal database, Portals (Naukri.com, Monster, Times Jobs), References, LinkedIn.com, Head hunting, Goggle), Mass mailing, job posting (in various sites), and getting references from placed candidates.**
* Performing initial screening of profiles Viz., **scrutinizing** the profiles & **screening** the information about each candidate ,assessing their Communication**,** Assertiveness, Technical back ground, education verification, Consistency in employmentetc...)
* **Coordinating interviews** for candidates with the panel and ensuring that the process is completed as per schedule.
* Regular Interaction with the Concerned Panel for gathering feedback of processed candidate and business needs.
* Providing relevant feedback to the candidates.
* **Salary Negotiations**.
* Gathering required documents from candidates in order to process offer letter..
* **Continuous follow up with the offered candidates** in order to ensure that they are on track with regards to their joining the company.
* **Continuous post offer follow up till the candidate get on boarded and post joining follow ups**.

**COVENANT CONSULTANTS – 2.8 years**

**Senior Executive - Talent Acquisition ( IT Vertical) : July 2011 – May 2014.**

**Clients**

Cognizant, Sears Holdings, iNautix, ADP, Virtusa, Synygy, Athena Health, Datacede, Rolta, Goldman Sacs, CSC, ITC, Raqmiyat etc.

**JOB RESPONSIBILITIES:**

* Managing the complete **recruitment life-cycle process**.
* Communicating with the Concerned Clients, gathering Requirements, discussing other relevant details,
* Analysing detail JD, Designing attractive and specific JD, sourcing the best talents from diverse sources after Identification of manpower requirements (**Internal database, Portals (Naukri.com, Monster, Times Jobs), References, LinkedIn.com, Head hunting, Goggle), Mass mailing, job posting (in various sites), and getting references from placed candidates.**
* Performing initial screening of profiles before processing them to client, **scrutinizing** the profiles & **screening** the information about each candidate & placing them according to the requirement of different organizations (**Communication check, Assertiveness, Technical back ground, education verification, Consistency in employment** etc...)
* **Coordinating interviews** for candidates with the clients and ensuring that the process is completed as per schedule.
* Regular Interaction with the Concerned SPOC for gathering feedback of processed candidate and business needs.
* Providing relevant feedback to the candidates.
* Building Pipeline for next months.
* **Salary Negotiations and selling company profile**.
* Gathering required documents from candidates in order to process offer letter and submitting those to client.
* **Continuous follow up with the offered candidates** in order to ensure that they are on track with regards to their joining the company.
* **Continuous post offer follow up till the candidate get on boarded and post joining follow ups**.
* Sending weekly report to Clients (Feedback pending, Offered Candidates Status details)  
  Providing weekly and monthly reports on the Recruitment status to the reporting manager.

**ACHIEVEMENTS**

* Successfully closed a **Director Position** for Oracle Practice for one of the Leading MNCs in Abu Dhabi
* Received **“Special Recognition”** award on my contribution towards company’s welfare.
* Received **Bravo Cards** on many occasions for my contribution towards company's growth
* Received many **Appreciation mails from both Client/Company** for delivering effective results within the stipulated time .

**PERSONAL VITAE**

Date of Birth : 5th November 1987

Marital Status : Single

Languages : English (Read, Write, Speak)

Hindi (Read - Basic, Write - Basic, Speak - Expert)

Tamil (Read - Expert, Write - Expert, Speak - Expert)

Telugu (Speak – Expert)

Malayalam (Speak - Basic)

Hobbies : Writing and posting sports / movie reviews on social networking

sites. Listening to music, Playing & watching Cricket & Audio

Songs Editing,