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**Career Objectives:**

To obtain a challenging career in a well reputed organization and to be a part of progressive organization where I can enhance my knowledge in the field of Human Resource service leading towards professional and organizational growth.

**Profile summary:**

Worked as a Executive – Human Resource with 3.6 Years of extensive **End to End recruitment** in the area of Engineering, oil and gas, Automobile, power, IT product and service with proven track record in identifying the right resources as per the specifications within the agreed time and employee engagement.

**Work Experience:**

**Executive - Human Resource at Photon Interactive Pvt Ltd,**  from 11th August 2014 to 21st January 2016.

**Responsibilities:**

* Involved in full recruiting life cycle & end to end recruitment(Domestic and International).
* Work closely with the Delivery managers and understand their needs and hiring reports.
* Specialist in End to End Recruitment, process hiring, including approval, Job posting, sourcing, screening, interviewing, offer negotiations and extending offers etc.
* Research new Skills and strong ability to analyze, define and refine requirements.
* Strong web searching skills and unique use of information available on the web for screening candidate technically.
* Mining resumes, interviewing and screening potential candidate including face-to-face, phone interviews, video conference.
* Conduct Walk-in and coordinating with the interview panels.
* Collecting required documents(Visa and employment), follow-up and on-boarding process.
* Maintain Data in ERP tool like SAP, Oracle, Taleo Database and give necessary inputs for audit.
* Expert in hiring senior level and Mid level positions.
* Strong follow ups till the candidate join. Joining formalities and training to new employees about corporate benefits and Exit formalities. Interact with employees and solve their queries and issues.
* Onboarding process including updates in Oracle Fusion database, payroll inputs to Finance team and Facility Management.

**Executive Talent Acquisition at Covenant Consultant**, Chennai from July 2012 to August 2014.

**Responsibilities:**

* Relates and identifies the exact talent as per the requirement.
* Work with Business development team to acquire client and develop business.
* Search Using LinkedIn, Headhunting, Project mapping, References, Job posting in portals etc…
* Identify and source appropriate talent for current open roles within the organization and meet their expectation.
* Sorting and screening the resumes in relation with the job category.
* Excellent ability to prioritize and schedule interviews.
* Cold Calling or emailing. Salary negotiation.
* Follow ups with the selected talents, till they complete the joining formalities.
* Work with internal teams and hiring managers to assist with recruitment efforts
* Identify future talent needs and proactively recruiting and sourcing; develop talent pool and managing database tracker using tools(Taleo, E-support, Vchannel, Etc).
* Counsel the candidate on corporate benefits, salary, and corporate environment.

**Key Highlights:**

* Google search, Boolean search and X-Ray search in Linkedin.
* Expert in Microsoft Office, Excel and Outlook.
* Keeping the spirit high of the team whenever de-motivated.
* Have done a Market research for the list of companies where they use ERP tools.

**Achievements:**

* Received “Employee of the year” from the Manager for the best performance of the year 2015.
* Top performer for 2nd quarter in 2014 and received ”**Bravo**” card.
* Received Appreciation award for coordinating campus hiring in SRM college during my project with Ntrust Infotech Ltd.

**Clients:**

EPC Clients :(Petrofac, KBR, Saipem, Foster Wheeler, Dodsal Engineering, Worley Parsons, GS Engineering, Gogas, Bechtel, L&T Valdel, Nama Mott, L&T Sharjah, L&T Oman, J-Ray, Technip, Reliance, Cairn Energy, CGC Etc...)

Automobile :Renault Nissan, NBK Automobile, TVS Group

Construction :CCC, Dodsal , PERI LLC

IT :TCS, Tech Mahindra, Wipro, Capgemini, ICS, Sanmina, iNautix, CTS, ITC, ADP, ROLTA, BNY, ANZ, Siemens.

**Skills:**

**Oil and Gas skills, Construction, Engineering, Manufacturing:**

Piping (Stress, PDS/PDMS Designer, Layout, Material), Planning Engineer, Process Engineer, Procurement , Safety, Warehouse, QAQC, Civil Structural Design Engineer, Subsea Pipeline Engineer, Piping Engineer, Maintenance Planning Engineer, Reservoir Engineer, Contracts Manager, Project Manager, Project Control Engineer, Estimation Engineer, Electrical Design Engineer, Instrumentation Engineer, Engineering GM, Manager, Mechanical HOD, Mechanical engineer, Mechanical Maintenance, Mechanical Rotating / Static, Mechanical Power, Construction Manager, Construction Engineer, Electrical Design Engineer, Instrumentation Engineer, Draughtsman, Contract Manager/Administrator, Business Development Manager. (In FEED, Detail Engineering ,Construction ,Commissioning etc. phases),Project Engineer, Engineering Manager, Instrumentation Designer. Business Planning Engineer, Document Controller, Reservoir Planning Engineer.

**IT Skills:**

Application development and Testing, E-commerce Tools, ERP Tools, Scripting, System Administration, DBA’s, Siebel, Microsoft Technologies, BPM Tools, Big Data Technologies

**Educational Profile:**

**Master of Business Administration (MBA)** specialized in (Production and Human Resource) First class (7.66 CGPA), 2012

**Bachelor of Computer Science (B.Sc)** First class (62%), 2010

**PERSONAL PROFILE:**

Date of Birth : 2-Sep-1990

Languages Known : English, Malayalam, Hindi and Tamil