**First Name of Application CV No 1648986**

Whatsapp Mobile: +971504753686



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PROFESSIONAL CAREER SUMMARY

HR Professional with 3+ years of work experience in Human Resource Management Functions which entail Recruitment, Training & Development and Operations, with a view to develop a sound culture within the organization.

* Expertise in the areas of Staffing, Recruiting, Sourcing , Team Handling, Client Handling, Salary Negotiation, Team Management.
* Experience in IT and ITES recruitment
* Possess excellent Communication and Interpersonal skills
* End to end recruitment: Sourcing, Screening and on boarding candidates
* Screening and Sourcing short listing candidates sourced through Portals and Social Network (Naukri, Monster, Times jobs and LinkedIn, etc.,) and validating them on their experience and interest on the job opportunity
* Taking care of on-boarding formalities for new joiners

ACADEMIC PROFILE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Examination | Board/University | Institution | YOP | Result |
| Degree | B.Com | ManavBharthi University | 2012 | First |
| Pre-University | PUC | Kumaran’s PU College | 2005 | Second |
| SSC | S.S.L.C | Carmel High School | 2003 | First |

ACHIEVEMENTS

* Streamlined the recruitment process.
* Monthly on board conversion at 3rd and 4th place on Stack.
* Implementing employee suggestion scheme, evaluating &follow up.
* Assisted in preparation of company standing orders
* Implementation of skill record
* Excelled in sourcing and screening candidates

STRENGTHS

Abacus , Sourcing , Spire ,SAT tool , Facts , working on Portals , Microsoft Word , Excel , Power point , Outlook

PROFESSIONAL EXPERIENCE

Experience: HR Executive:

Present Employer: Accenture, Bangalore

Duration: Sep-2015

Job Responsibilities

* My responsibilities at Accenture entail acquisition of talented professionals
by screening, validations and subsequent short listing of profiles by placing right candidate in right job.
* Responsible for lateral level recruitment at all levels.
* Recruiting IT professionals on JAVA,C,C++,.NET,VB.net , C#, Functional Testing, Automation testing , PegaPRPC,Mainframe , niche skills like AX technical, Ax functional , sales force.com , informatica bi tools , dw bi tools , ... Etc.,
* Working knowledge on ABACUS, SPIRE and SAT tools for current and future data requirements for recruiting.
* Design and implement overall recruiting strategy
* Develop and update job descriptions and job specifications.
* Perform job and task analysis to document job requirements and objectives.
* Prepare and post jobs to appropriate job board/newspapers/colleges etc.
* Source and attract candidates by using databases, social media etc.
* Screen candidates resumes and job applications

Experience: HR Recruiter

Employer:  Newgen enterprises

Duration: Sep-2012 to Dec-2014

Job Responsibilities

1. Recruitment & Selection

* Responsible for end to end recruitment.
* Screening the CVs and Sourcing the candidate using both internal &external sources like various job portals, Referrals &recommendation, consultancy etc.,
* Conducting first level of HR interaction, aptitude and technical tests.
* Recruiting for IT project based on .net, java, testing - selenium, qtp, load runner.
* Recruiting for non IT customer support.

2. Other Activities:

* Interacted with teams/ individuals as part of formal/ informal groups so as to feel the pulse of the organization and bring about changes/ improvements.
* Support in administrative work for the department (Canteen, Transport, and Housekeeping).

3. Employee Relations & Welfare:

* Conducted events like employee birthday etc.
* Coordinated employee welfare like transport and canteen and was involved in negotiating with the vendors for ensuring committed service.
* Resolved employee queries through interaction with them.

Experience: Assistant HR

Employer: Top point services

Duration: Nov-2005 to Jan-2009

JOB RESPONSIBILITIES

* Recruitment.
* Industrial Relation.
* Maintenance of MIS.
* Job posting on job portals and short listing the profile as per requirement.
* Screening and sourcing the candidates from websites like naukri, monster, times jobs.
* Interviewing walk-in candidates. Joining formalities and documentation.
* Flexible and highly competitive, self-starter, who is organized, disciplined and goal oriented.
* Excellent communication skills demonstrated by ability to work with people of diverse backgrounds, quickly establish report with clients.
* Proficient in sourcing right candidates – from job portals and database.
* Excellent interpersonal skills, strong commitment to the profession.
* Highly motivated and hardworking professional clerical skills.

HOBBIES

* Listening to music.
* Watching news.
* Reading novels.
* Meditation.
* Internet surfing.
* Playing volley ball at state level during school.

PERSONAL DETAILS:

NATIONALITY: Indian

DATE OF BIRTH: 03-08-1988

MARITAL STATUS: Married (12/05/2013)

LANGUAGES KNOWN: Kannada, English, Tamil, Hindi and Telugu.

LANGUAGES KNOWN TO WRITE: English, Kannada, Hindi.