# Vigneshwer

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**SYNOPSIS**

* Total work experience of 3 years.
* BE (Computer Science) from Osmania University with work experience in talent acquisition and Job Portal.
* Good communication skills, strong analytic & problem solving ability.

Professional who blends strong recruitment experience with ability to understand the need of the clients and build the rapport with Hiring Manager(s). Proven ability to source, select and secure top notch candidates for multiple positions.

###### Areas of Strength includes

* Multi- Location Recruitment
* Behavioral Interviewing
* Applicant Tracking Systems
* Candidate and Client relationship
* Web- based Sourcing
* Building Referral Network
* Offer Negotiation and closing
* Database Creation and maintenance
* Walk in Drive coordination

Knowledge on technical skills of SDLC

###### PROFESSIONAL EXPERIENCE

**GEP Solutions (P) Ltd**

**Senior Associate, Shared Services – HR**

**Since May 2016 to till date**

**Roles and Responsibilities**:

**Talent Acquisition**

* Interaction with function /vertical heads to understand the hiring requirements
* Screening, scheduling interviews and supporting documentation process
* Involved in Salary Negotiation, Offer rollout & Post offer follow-up
* Coordination with candidates to ensure the pre-employment medical checkup/ Reference check
* Ensure that the resource needs are met through cost effective and quality hires within TAT
* Hiring across West, Middle India and East zones for frontline & lateral positions
* Strategizing mass footfall and acquire cost approvals
* Handling recruitment drives & conducting the screening methodology designed by GEP
* Maintaining a master tracker for recruitment drives

**Vendor management and engagement**

* Daily feedback, Quarterly performance review, Maintain MIS for all India vendor empanelment
* Regular recruitment data update and data analyses
* Responsible for cost effective sources of recruitment
* Responsible for maintaining TAT for recruitment process to ensure timely manpower supply

**Joining Formalities**

* Issuance of appointment letter
* Ensure that respective departments are notified about the new hire’s joining at least 7 days before, such as: Admin for the allocation of Desk, ID card, email Id creation and laptop/desk top

**TEKsystems, Allegis Group, Hyderabad.**

**Technical Recruiter**

**Since March 2015 to Feb 2016.**

**Roles and responsibilities**:

* Participate in requirement qualifications with client.
* Coordinating with clients, vendor management team for post offer activities.
* Working on client’s vendor management portal.
* Sourcing candidates based on the requirement through various channel.
* Scheduling, follow-up with candidates.
* Handling In-Office-Interviews.
* Handling Team of 5 HR Recruiter
* Screening applications through Resume search and Job posted / employee reference
* Assess candidate’s skills through telephonic discussion and check competency and willingness to work for the position
* Conducting Wilkins followed by tests accordingly
* Conducting & Preparing Aptitude Test / Voice & Accent Test / Typing Test / Word Test
* Scheduling interviews for candidates & Follow-ups / Feedbacks (Candidate & Department)
* Follow up with the joining date & conformation of joining date
* Closure of the position

**Manager of communication**

**Xpress Minds (P) Ltd., Delhi**

**Since April 2014 till Feb 2015**

**Roles and Responsibilities**:

**Client/ Relationship Management:**

* Responsible for day-to-day relationship with clients, thus developing an understanding of their requirements.
* Excellent rapport with the HRs & TPOs eventually resulting in getting new accounts.
* Collect the required information from the clients & providing updates
* Follow the clients through email and calling.
* Schedule Client Meetings.
* Interview candidates through Telephone, F2F, Web Cam/ Video Conferences
* Manage and resolve escalations
* Supporting documentation
* Handled employee concerns and grievances meeting
* Organized Reward & Recognition programmes
* Handle the events, organizing celebrations of Birthdays, important days and sent mails on the same
* Ensuring a smooth exit process through clearance form, notice period, handing over and full final settlement
* Recovering the assets provided by the company like Laptop, Visiting Cards etc.
* Analyzing exit interview data and providing feedback and suggestions to the management

**Awards**

**Received “Gem Award” on Aug 2015 for closing multiple Req’s with 4 different clients in July 2015.**

**QUALIFICATION**

* BE **(Computer Science)** from (Methodist College of Engineering, Abids, Hyderabad) Osmania University.
* HSC from Narayana Jr. College, Hyderabad.
* SSC from APRS, SRSP.

**List of IT Skills / Technologies worked on**

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| --- | --- |
| Languages | C, C++, Multithreading, Data structures, Algorithms, Concurrency |
| Core Java/J2EE | Core Java, J2EE, Struts, Hibernate, Spring, EJB, JSP, Servlets, JDBC |
| Databases | Oracle, MS/SQL, MySQL, Sybase, MongoDB, DB2 |
| Microsoft Tech | VB.net, ASP, ASP.net, C#, Sharepoint, Winforms |
| Operating Systems | Windows, Linux, Unix, Solaris, ZOS, Android, IOS |
| Testing | Manual Testing, Automation Testing tools, Selenium, SDET, Functional Testing, Regression & Performance Testing, Mobile Application Testing |
| Servers | Web & Application Servers, Apache, Tomcat, Webspherse, Weblogic, JBOSS, IIS |
| Scripting | Perl, UNIX Shell, Jquery, Javascript, Pwershell scripting |
| UI/UX | HTML, CSS, PHP, AngularJS, NodeJS, Flash, Adobe, Dreamweaver, Javascript |
| Mainframe | COBOL, CICS, DB2, JCL, IMS, MVS |
| Data Warehousing | Informatica, Teradata, Cognos, Microstrategy, ETL |
| Support & Infrastructure | Support Roles, Networking, L1 - L4 levels, Infra roles, Admin roles, DBAs |
| Other skills | Technical writers, content developers |
| Roles | Techno-Functional Positions, Presales, Technical Presales, Functional Positions, Flash Developers, Business Analyst, Network /Datacenter Engineers, Digital Marketing, MARCOM |
| Non IT Skills | BDMs, Recruiters, HR, EA to MD, Accounts, CST Executives |
| Engineering | Design Engineer, Project / Site Engineers, Production Engineer, QA/QA Engineer, Engineering Sales, Contracts Engineer, Procurement, PPC, Sales and Marketing, Invoice Executives, Estimation and Techno Commercial Engineers |

**Note:** Additional Info regarding clients & positions handled will be provided on request.