CK Latha

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## Objective

To be associated with a progressive organization that gives scope to apply my knowledge and skills and to be a part of a team that dynamically works towards the growth of the organization.

## Education

* Bachelor of Engineering – Mechanical Engineering from Bangalore University. (PESIT) passed out in 2001 with First Class.
* PGDHRM, from Symbiosis University, Pune 2004.
* Official PMP Trained achieved 35 PDUs

## Total Experience:

* Over 10 years of experience in Recruitment, HR and Project related activities.

## Professional Experience

**Company: Network Enhancers India Pvt Ltd (Oct 2010 – Nov 2015)**

**Designation: Co-Founder / Business activities**

**Location: India / Saudi Arabia**

**Job Profile:**

* Involved in setting up the Company at various levels – Sales, Projects, Admin, Infrastructure, Finance etc.,
* Responsible for maintaining the partnerships with Vendors like – ZEE LEARN & GIMS.
* Responsible for identifying the business opportunities for various schools for delivering the Robotics & 3D Education Trainings.
* Explaining about our product and services to various customers and follow-up until deal closure
* Coordinating with Various vendors for providing the trainings programs to Schools, Robotics kits, supplying of Logistics etc.,
* Preparing & Scheduling the advanced school training plans and arranging our resources for delivering the trainings
* Involved in price negotiations with various customers for closing the deals.
* Marketing Network Enhancers brand through various Medias for business penetration.
* Purchase Order receiving, Payments Follow-ups, Billing, Salaries/Claims to employees, Inventory maintenance, cash flow management etc.,

**Company: ACS (Affiliated Computer Services) (Feb 2008 – Mar 2009)**

**Designation: HR & Technical Recruiter**

**Location: Bangalore**

**Job profile:**

* Taking care of joining formalities of all the new employees of ACS Bangalore.
* Sourcing profiles from the recruitment agencies, rolling out the offers etc.,
* Interactions with the job agencies for getting the profiles, sharing the JDs, expectations etc,,
* Interactions with the ACS technical team to get the JDs, clarifications to the candidates and Job agencies etc.,
* Using the head hunting skills to get the right candidates for the open position and senior positions.
* Actively participated in other Key HR processes etc.,

**Company: ASM Technologies (Dec 2006 – Feb 2008)**

**Designation: Sr Executive - Resources**

**Location: Bangalore**

**Job profile:**

* Handling end to end recruitment process.
* Sourcing profiles for IT, ERP and Telecom domains.
* Sourcing the resumes according to the client's demands and mostly working on Contract positions.
* Interaction with clients on a day to day basis to keep track of current requisitions.
* Client handling like Siemens, Daimler Chrysler , LG Soft etc.
* Successfully fulfilled positions for engineering services for Applied Materials.
* Effectively handled many onsite positions.
* Ensure closing positions and candidates joining.
* Effectively filled on-going contract and full-time requirements.
* Conducting reference / background check when required.

**Clients worked for in Current Organization:**

* Applied Materials / Aricent / Daimler Chrysler / Siemens / LG Soft

**Skill Set :** C++, C#.net, Windows Device Driver, Telecom (SIP), SAP(All Modules), Engineering services (GD &T, Unigraphics, Electronics, Electrical), Networking OSS/NMS.

**Company: Synova Technologies (May 2005 – April 2006)**

**Designation: HR Executive - Resources**

**Location: Bangalore**

**Job profile:**

* Mainly involved in the contract staffing for many of the major clients like IBM, Covansys, Wipro.
* Based on the clients requirements screening the resumes and judging the candidate to meet the particular requirement.
* Doing initial screening by arranging technical interview for the candidate by coordinating with the internal technical person.
* After the candidate is through with the initial technical round, putting across the client.
* After the candidate is selected by the client negotiating with the candidate regarding the joining date and salary and based on that sending the offer letter request.
* Doing reference checks for the candidate before issuing the offer letter.
* Constantly be in touch with the candidate until he joins.
* After joining arranging interview with the client and getting the candidate assigned to particular project.
* Maintaining a cordial relationship with the candidate even after the candidate joins the client place.

**Clients worked for in Current Organization:**

* IBM – All Locations / Covansys – All Locations / Logica CMG – Bangalore.
* Wipro - Bangalore, Hyderabad

**Skill sets Recruited:**

Java,J2ee, C++, Perl,UNIX,VB, Testing etc

**Company: Iqura Technologies Pvt Ltd (Oct 2004-April 2005)**

**Designation: HR Executive - Resources**

**Location: Bangalore**

**Job profile:**

* Searching candidates based on the required skill and experience through job sites like Naukri, Monster, Jobs ahead, Job Street, and Times Jobs.
* Constantly following up with the candidates (Expectations/Salary negotiations/Background checking) till they join the company.
* Formatting of resumes of candidates in specific format prescribed by the company.
* Keeping in mind Resource requirement form, and Coordinated for interviews for the candidates with the clients.
* Preparing reports on the day-to-day work status on requirements and resumes submissions.
* Recruited IT Professionals for the consulting positions with responsibilities encompassing all aspects of recruiting.
* Responsible for the smooth functioning of the entire Recruitment Process.

**Clients worked for in Current Organization:**

* Logica CMG – Bangalore.
* Accenture – Bangalore, Chennai, Hyderabad.
* Cap Gemini – Mumbai.
* Siemens – Bangalore.

**Skill sets Recruited:**

C++, Perl, Oracle, SQL, .NET, Java, J2EE, Mainframes, Data warehousing, Software testing, Microsoft technologies (Exchange Servers), Networking (CCNA/CCNP’s), BPO - Accounting etc.,

**Company: Emerald Business Solutions InfoTech Pvt Ltd (April 2004-Oct 2004)**

**Designation: Resources Executive**

**Location: Bangalore**

**Job profile:**

* Scrutinizing resumes.
* Maintaining candidate database.
* Conducting test and validating the same.
* Conducting and coordinating personal & technical interviews.
* Issuing offer letters, follow-up on joining.
* Coordinating with the Corporate HR.
* Coordinating for confirmation of the associates and preparing the appointment letters for the same.
* Arranging for Walk-in’s and conducting written tests.
* Assisting in preparation & generation of various reports.
* Involved in various HR Process activities like transfer, contract renewal, preparing presentations etc.
* Coordinates with client hiring managers and applicants to schedule and conduct both phone and in-person interviews.
* Preparing various salary reports.
* Coordinating for Visa processing with the employees for onsite projects.

**Clients worked for in Current Organization:**

* EBSIPL – Bangalore (In-house Recruitment)
* HP - Bangalore / IBM - Bangalore
* Wipro - Bangalore, Hyderabad
* HCL Technologies - Chennai

**Skill sets Recruited:**

SAP – Technical (ABAP, BASIS) & Functional Modules (MM, SD, HR, FICO), C++, Perl, Sun Solaris, UNIX, VB, Quality, Testing, Marketing IT etc.

**Company: AceOnTech e-Services (India) Pvt Ltd. (December 2003 - April 2004)**

#### Designation: Technical Recruiter

**Location: Bangalore**

**Job profile:**

* Maintenance of organizations database according to various skills, experience, current location etc.
* Searching candidates based on the required skill set through database, other job sites like Monster, Career builder, Hot Jobs and Dice.
* Candidate counseling, preliminary screening and evolution at all levels to ensure a fitment rather than a placement.
* Prepare rating on applicants, making recommendation on starting salaries and providing applicants with information about the company.
* Be candidate’s primary point of contact for providing information about the firm and to act as a prism in between the client company and the candidate.

**Clients worked for in Current Organization:**

* Microsoft – US & Sony - US

**Company: Andaman Harbor Works (July 2002 –August 2003)**

**Designation: Maintenance Engineer**

**Location: Port Blair, Andaman**

**Job Profile:**

Did graduate apprenticeship training in Andaman harbor works for a period of one year.

## Personal Details

Marital Status : Married

Languages Known : English, Hindi, Tamil, Malayalam and Telugu.

Valid Visa : Australia – Permanent Resident Visa

Valid Visa : USA B1/B2 (expiry May 2017)

Place: Dubai

Date: