**Nanda** 

Al Karama, Dubai

Email : nanda.335977@2freemail.com

**Objectives:**

Seeking for a position in HRD management or Staffing specialist in a company that adores talented and experienced personal and where there will be enough scope to learn and earn simultaneously. Looking for a job that will provide enough scope to lead a team from the forefront and to face new challenges where one can utilize the experience and expertise dexterously for ensuring the growth of a company.

**Professional Experience:**

More than 6 years of experience in IT& Non IT end-to-end recruitment various technologiesExperience includes Full recruitment life cycle, People, Account management, HROperations Sub-Contracting.

Expertise in development of business through - sources like Network Building, Linked In.

* References, Walk-ins, Local job boards.
* Possess excellent interpersonal, leadership and organizational skills and also a good team player and a fast learner.

**Manpower group Consultancy Experis:**

Appointed as Associate Consultant from March 1st 2016 Dec 12th 2016.

End to End Recruitment in F & A vertical. IT, Banking, ITES, Financial, Services, consumerdurables, FMCG

* Banking - Experience of working on mid to senior level for across the vertical like Operation, Sales, Support function, for Branch Banking, Business Banking, and Commercial Banking & Treasury.
* Experience of working on Support function,and US Mortgage operation and collection.

Department.

* IT- Experience of working on Support function with all IT Requirements.
* Manufacturing Experience **–** Vestas Turbo Wind Projects

**Clients WorkedWith:**

1. Sum total Systems( IIs Server, Oracle, .net, SAP)
2. Halma( SAP, FICO ,IIS Server Admin)
3. Vestas ( NDT, UT ,TG,)
4. Thirumala Milk ( FMCG)
5. World Bank ( Legal , Treasury , AP AR, Shared Services)
6. UHS ( United Health care AR Calling ) ( Medical Coding )
7. Saurer,( Textile Engineering) &Anand Engineering ( HR Manager)

**CHRISTEL INFO SOLUTIONS PVT LTD:**

Appointed as Executive-Business Development from 2012 to 2014 July

Promoted as Senior Executive- Human Resource 1st August 2014 till 21st of Oct 2015

KRA’s:

* Bid management processing and manage order levels maintaining the CRM database.
* Provide regular feedback to senior management about marketplace and competitor activity.
* Work with and Group marketing to develop marketing campaigns to support Sales Strategy.
* Generate new business and raise awareness of other company products.
* Identify requirements for new products & services to anticipate and potentially lead the market.
* Undertake regular project reviews with all involved in these processes to ensure transfer of knowledge.
* Interacting with the clients, Understanding the client’s technical Requirements.
* Sourcing the profiles from Job portals and by Employee referrals, Job Posting, and Head Hunting.
* Screening the profiles and forwarding the best profiles to the Clients.
* Formatting shortlisted resumes.
* Scheduling the interviews of the short listed candidates with the Client.
* Follow up with prospective Clients and candidates until they complete all rounds of the interview.
* Negotiating and finalizing salaries for candidates selected.
* Generating daily, weekly & monthly reports and updates the same.
* Involved in End-to-End recruitment.
* Handling Walk-In interviews, In–house events & Clients
* Patching the calls to candidates to technical panel.
* Organizing telephonic interviews.
* Organizing the technical panel.
* Attending the clients meetings.
* Responsible for Training, Coaching, and Mentoring new recruiters.
* Conduct weekly meetings with Account Managers and Recruiters to determine sales and recruiting priorities, strategies and review team weekly progress pertaining to goals and quotas.
* Maintain good interaction with clients by placing follow up calls, quality control calls, arrival calls, and sales calls.
* Gathering p\re-close information (candidate's present/ expected compensation, relocation issues, etc.

**My skills atend to end recruitmentprocess:**

* Demand planning
* Talent Research
* Sourcing& Engagement
* Screening &Selection
* Reference &Background Check
* Negotiation& Placements
* Onboarding.

**Najid Wings:**

Assistant Manager (2010 –2012)

Ensuring that the Customer is Satisfied. Performances are measured in line with the company targets and standards. Responsible for making sure that any gaps in performance or quality are quickly identified and addressed.

KRA’s

* Customer service management
* Operations management
* Visa Processing
* HR Services
* Renewing Passport, Immigration Process ,

**Paramount Airways:**

Customer support Executive (Operation Coordinator)

Oct2009 to May2010

**Education Background:**

MBA-marketing & HR *in SAISHA INSTITUTE of TECHNICAL SCIENCE – Chennai* (Part time 2012 - 2014) with a CGPA of 7.13.

*MSC Software Engineering in SAISHA INSTITUTE of TECHNICAL SCIENCE – Chennai – (Full Time 2005- 2010) with a CGPA of 7.12*

**Personal Details:**

Name : G. Nanda

Date of Birth : 24th May 1986

Marital Status : Married

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

Extracurricular Activities : Playing Cricket, Singing,

**Declaration:**

I herewith, solemnly assure that the details furnished above are true to the best of my knowledge.

Place : Dubai