

Contact HR Consultant for CV No: 341128

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**OBJECTIVE**

Being a committed team player, want to be a part of renowned organization, to contribute towards the growth of the organization, based on my expertise and to further my personal capabilities by learning from the new exposure within the structured frame work of the organization.

**WORK EXPERIENCE**

Presently working in Zenith software ltd as hr recruiter. Handling recruitment through job portals, company’s website, walk in, internal and external references according to the requirement of respective departments. Preparing job description, job specification, organization tree in consultation with concerned HOD.

**Zenith Software ltd, Bangalore (IT)**

**Position: HR Recruiter (From Feb 2015 to till date)**

**Roles and Responsibility**

**Sourcing /Screening**

* Responsible for IT recruitment
* Defining job description.
* Responsible to understand and analyze the requirements in different skill set categories.
* Posting job on net, scrutinizing the profiles as per the requirements.
* Responsible for telephonic screening of the profiles.
* Exposure in hiring of all kind of skills like vanilla, niche.
* Meeting hiring managers to understand niche skills profile.
* Conducting preliminary interviews, scheduling of candidates.
* Head Hunting- identifying and approaching suitable candidates who may already be in work.
* Understanding resumes, based onto technology, skill set, experience and education.
* Briefing the candidate about the responsibilities, salary and benefits of the job in question.
* Negotiating pay and salary rates and finalizing arrangements with candidates.
* Short listing candidates based on requirement, technology, skillset, experience and education and phone screening them.
* Coordinating with the team and checking for regular updates.
* Following up the candidate right from initial contact till formal handover and initiation of joining formalities.
* Saving resumes and maintaining database.
* Requesting references and checking the suitability of applicant’s before submitting their details to the client.

**Scheduling**

* Scheduling interview and on boarding completion
* Get confirmation and coordinate interviews and candidate assessment processes.
* Maintaining high level of communication with candidates at all stages of the recruiting process.

**On Boarding**

* Joining Formalities
* Banking formalities
* Collecting documents & filing the same.

**ATZ properties (Non IT)**

**Position: HR Recruiter (From Feb 2013 to till June 2014)**

**JOB Description**

* Sourcing, Screening and short listing resumes through various job portal.
* Short listing the resumes based on the job requirement.
* Conducting telephone and personal interviews with department heads.
* Preparing offer letter, employment contract and job description, completing joining formalities and documentation.

**Induction**

* Monthly induction coordination
* Arranging for Induction goodies
* Taking feedback & coordinating same with HR Heads

**Employee Engagement**

* Resolving employee Queries
* Organizing events & Birthday celebrations

**Administration**

* Issuing ID cards & Access Cards
* Preparing Weekly Dashboard
* SIM Card Management (Corporate connection)
* Handling stationary

**IT Skills/Technology worked on**

**Java/J2ee,.net,php,c++,UI,MSBI,Business analyst,Administration,SAP,network,QA,testing**

**Educational Qualification**

* MBA in HR and Marketing (2011 -2013) from Kosys institute of Management studies, Bangalore.
* BCA (2008-2011) from Chinmaya Arts and Science College.

**Academic Project:**

* “Study on mailing solution by Micro Soft-Sales partner Bharti Airtel”(MBA)
* Organizational study in Talisma (MBA)
* Auto Trading in Try catch technologies (BCA)