**JITHESH**

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**Career Objective**

Seeking a challenging and rewarding position, wherein I can contribute to the management of human resources in an efficient manner and pursue to develop, lead and contribute to the organization’s overall goals.

**Professional Summery**

* A qualified professional with 6.5 years of experience in recruitment. Specialized in ‘Corporate Vertical’ and have a strong background of recruiting to MNCs
* Have experience in recruiting to different industries such as BPO, Engineering, FMCG, Hospitality and Logistics etc.
* Experience as recruitment officer from staffing & recruiting industry. (4.5 Years from India, 2 Years from UAE)
* Proficiency in managing recruitment process including sourcing, screening and short-listing the candidates.

**Experience**



**Recruitment Coordinator** (Corporate Vertical)

Jerry Varghese Global, Al Garhoud – Dubai, UAE.

From September 2014 to September 2016 (2 Years)

Reporting to : Recruitment Supervisor.

**Industry :** Staffing & Recruiting.

**Company profile** : Jerry Varghese Global is a 30 years old frontrunner group in professional recruitment solutions. We are consultants who provide integrated, comprehensive and cost effective placements in business, industry and government. Though our major presence is in the Middle East, we are involved in staffing on a global scale. For over two decades, we have been offering a powerful combination of locally focused market expertise coupled with a global track record in innovation and excellence. We deliver the entire gamut of staffing solutions from traditional temporary help to project placements, professionals, strategic partnerships and regular, full time hires. We endeavor to be the preferred recruitment solutions provider of premier corporations worldwide

**Job profile :**

* Understand and articulate client's requirements, culture and other compatibility issues that are critical to making a successful hire.
* Sourcing candidates through existing databases, job portals and networking.
* Filtered through and reviewed completed candidate profile/resume and evaluated applicant's work history, education and training, job skills, current and expected salary and personal qualifications against open requirements.
* Responsible for negotiating salary for candidates for each project and coordinating the interview process.
* Qualified candidates for appropriate positions through a process of sourcing, screening, and interviewing.
* Submitting the most suitable resumes to Hiring Manager.
* Drafting necessary emails for the communication with the clients and candidates. Drafting interview invitation emails, clarifications and feedbacks.
* Creating and maintaining reports
* Entering and updating data to company’s recruitment software (HIRECRAFT)

**CV sourcing tools :**

Walk – in interviews, Naukrigulf advance search, Monstergulf Mpower search, LinkedIn, Dubizzle, Indeed.com, Facebook, Own & company database and references



**Recruitment Officer** (Corporate Vertical)

Infoway Bpo Services and Software Solution, Kannur – Kerala, India

From February 2010 to July 2014 (4 Years 5 Months)

**Industry :** Staffing & Recruiting

**Company profile :**

Infoway BPO Services and Software Solution - A friend for career progression. We are a prominent HR consulting organization, providing a wide range of recruitment solutions for various requirements/job openings. With the support of our parent company – Sahoos Management Consultants PVT. LTD., (Chennai) we became one of the most well-known staffing & recruiting companies in north Kerala who recruits huge number of candidates in to different industries. We are a specialized consultants recruiting in to industries like BPO, IT and Engineering. Our leading clients are the most reputed MNCs in India and abroad.

**Job profile :**

* Analyzing & understanding client’s requirements by frequent communication with the client and the

business development team. Sourcing right candidates through available resources using ‘right sourcing methods’.

* Screening the profiles suitable for client's requirement based on the experiences, skills and assignments to be handled, availability and salary offered and in the industry.
* Short-listing resumes based on the requirements.
* Conducting preliminary round of interviews of candidates before sending their profile to the client by meeting them face to face
* Interacting with clients to get the interview schedule for short-listed candidates and making sure that candidate should not be a ‘no-show’ by constant follow-up.
* Collect feedback from interviewers and informing the candidates on the same.
* Ensuring fast response time to client’s needs and requests.
* Maintaining healthy HR relationships with candidates from their hiring till separation and post separation as well.
* Conveyance arrangement for interview, Issuing offer letters and salary negotiation.
* Client relationship management and new business development.

**Candidate sourcing methods :**

Campus interviews, media advt. (Newspaper & TV), job fairs, job portals (Naukri.com, Monster.com), internal database, social media networking (Facebook & LinkedIn) and referrals.

**Requirements & clients handled :**

**BPO** – Customer Support Executives (Domestic & international process - voice & non voice), Team leaders, HR recruiters/recruitment executives, (Reliance BPO, Tech Mahindra, Aegis, Sutherland Global Solutions, Sitel, Infosys BPO, Serco BPO, Vertex etc.)

**IT** - Jr. software developers, software programmers (Java, .Net & Android), marketing executives, HR coordinator (Xenfy infolabs Pvt. Ltd., Aaric Technologies Ltd., Tech4sys Solutions Pvt. Ltd. – Trivandrum Techno Park)

**Engineering** - Steel fabricators, mechanical fitters, welders, industrial electricians (Danem Engineering Works UAE, Sobha Developers Bangalore)

**Reason for leaving :** Better career prospectus

C:\Users\HP\Desktop\popular-logo.png**Sales Executive**

C:\Users\HP\Desktop\Untitled.jpgPopular Vehicles and Services Ltd., Kannur – Kerala, India

From October 2009 to February 2010 (4 Months)

**Industry :** Automobile Retail

**Company profile :**

Popular Vehicles & Services Ltd. established in 1983-84 was among the first batch of Maruti Udyog Ltd. dealers appointed in India. A subsidiary of the Popular Group which traces its history to 1939 and has interests in automobile spares and education, Popular Vehicles & Services Ltd. has established an envious position in automobile retailing. It is the first Maruti Suzuki dealership in Kerala, started in 1983-84 at Thiruvananthapuram, the capital city of Kerala. The group has grown into a business house with a turnover over Rs.1000 crores and Employee strength above 4500.

**Job profile :**

* Demonstration of vehicle to customer.
* Achieve retail target for vehicle & value chain products (Finance, Insurance, accessories etc.)
* Offer test drive, value chain products, fill commitment checklist after confirmation from customer.
* Arrange for field test drive to customer in coordination with test-drive in charge.
* Completion of customer order booking formalities (both manual &system).
* Coordinate with concern department to ensure the readiness of vehicle as per deliver date and time

agreed.

* Explanation of documents to customer during new vehicle delivery.
* Review sales satisfaction index feedback form.
* Ensure customer satisfaction & take customer feedback on delivery

**Sales generation methods :**

Media Advt., Sales campaigns, Showroom enquiry, References

**Reason for leaving :** Better career prospectus

**Marketing Executive**

Time N Us Films, Bangalore – Karnataka, India

From December 2008 to June 2009 (6 Months)

**Industry :** Corporate film production

**Company profile :**

Time N Us Films is one of the film production companies in Bangalore, Karnataka. Time N Us Films is specialized in making corporate movies, ADD films & documentaries.

**Job profile :**

* Generating sales leads through references, company provided databases and other available resources.
* Convincing the client about the importance of corporate videos its advantages.
* Preparing reports and databases.
* Follow up with industry related individuals for leads.
* Providing ideas to clients about the process of corporate movie making

**Reason for leaving :** Wanted to shift to Kerala (Native place), India

**Educational Qualifications :**

Bachelors in Business Administration

From National Institute Of Education, Affiliated to Viswabahrath Gurukul Vidyapeeth, Bangalore, India

From 2004 to 2007

Higher Secondary (+2) Education in Commerce

From Pilicode Govt. Higher Secondary School, Kasargod, India (Under Board of Higher Secondary Examination, Kerala)

From 2002 to 2004

**Training & Certifications :**

* Learned the process of Practical merchandising from Bombay Rayons, Bangalore.(Former Leela Scottish Lace Unit 10 by) by completing 2 months internship training (2007)
* 2009 : Cisco Certified Network Associate (CCNA)

(Bsoft Networking campus, Payyanur)

* 2009 : Microsoft Certified Solution Expert (MCSE)

(Bsoft Networking campus, Payyanur)

* 2009 : Bsoft Certified Hardware Professional (BCHP)

(Bsoft Networking campus, Payyanur)

**Languages Known :**

English (Professional working proficiency)

Malayalam (Native language)

Hindi (Limited working proficiency)

Tamil (Elementary proficiency)

**Computer Proficiency :**

Operating systems : Windows 7, Windows 8, Android

Office applications : MS Word, MS Excel, MS Outlook

Recruitment software : Hirecraft

**Hobbies :**

Internet, Smartphone applications, Social networking, Movies & Music

**Reference :**

Upon Request.

**Decleration**

I hereby declare that the particulars mentioned above are true to the best of my knowledge.