**LAVANI**

[**LAVANI.352017@2freemail.com**](mailto:LAVANI.352017@2freemail.com)

**OBJECTIVE**

To work in a motivating and competitive environment, where I can utilize my knowledge and intellectuality for the growth of the organization.

**SUMMARY**

* A competent, result-oriented professional having rich around1Year of experience in end to end IT Recruitment, right from sourcing candidates to finalizing their on boarding formalities.
* Major exposure in handling requirements on Contractual, Contract to hire & Permanent Staffing.

**WORK EXPERIENCE**

* Worked as a Recruitment Consultant\_Talent Acqusition and Business Partner at Viswam Technologies Pvt Ltd since June 2013 to February 2017.

**Roles and Responsibilities**

* Handling end-to-end recruitment.
* Understand the Project Requirements.
* Interacting with the clients for better understanding of requirements.
* Sourcing the Quality and Suitable candidates from the target Companies with the help of Resources Provided.
* Sourcing the Candidates through Job Portal like Naukri also through Reference and Network.
* Sourcing and screening profiles as per requirement.
* Coordinating in weekday and Weekend Drives.
* Screening the Candidate based upon the Educational qualification, Technical skills, Communication skill and experience.
* Creating the Database skill wise against given Requirement
* Formatting the candidate profile as per client requirement.
* Searching resumes through internal databases, references and external entities like Boolean searches, Mass Mailing through job boards, Job Posting, LinkedIn searches.
* Coordinating the interviews of candidates with the client.
* Scheduling and Tracking the Shortlisted Candidates for the Interview.
* Responsible for tracking the offered Candidates until Joins the Organization.
* Maintaining the Trackers & Reports of the Candidates.
* Communicating to candidates to find out their suitability as per requirement and also to know their interest.
* Recruiting appropriate candidates for Contract, Contract to Hire & Direct Hire job orders
* Perform HR discussions – perform a preliminary HR pre-screening and the final HR discussion to negotiate and close offers
* Offer and follow up –Have a close follow up with the candidates until they join
* Reporting to manager.
* Coordinating with seniors and juniors for HR related activities like giving training, knowledge sharing etc.

**TECHNOLOGIES WORKED ON**

* **Microsoft Technologies**: Dot Net, ASP.Net, VB, VB.Net, ADO. NET, C #, Dot Net framework, SharePoint Admin, SharePoint Developer.
* **Infra Technologies**: Oracle DBA, SQL DBA, Linux Admin, , Unix admin, Web logic Admin, Network Security, Network Engineer, Oracle Apps DBA, Oracle HRMS, Oracle Forms and Report, Oracle Technical & Functional, Service desk.
* **Web designing**: Graphic designers, UI Designers/Developers, UX Designers /Developers, HTML, CSS, JQuery, Java Script, Ext.Js.
* **Mobile Applications**: Android developers,IOS developers.
* **SAP** - Functional/Technical: (SAP ABAP, SAP HANA, SAP FICO, SAP HR, SAP BI BO, SAP Basis SD, EP, PP, QM, PM, MM, PS, PI, Solman, SAP GRC Security, SAP Fiori, UI5, SAP WebDynPro).
* **Testing**: System testing, functional testing, manual testing, automation testing, Performance Testing.
  + **Database:** Oracle developer, SQL developer, Sybase, HANA, MS SQL, DB2, MAX DB
  + **Sun Technologies**: Java/J2EE, Struts, Hibernate, spring, Swing, JSP.

**Clients Worked**

Ernst And Young,TATA consultancy services,Saudi Business metchines, JC Penny,Sears Holdings, Go-Jek, PWC, KPIT, KPMG, Clutch Group.

**EDUCATION**

* **M.B.A from J.N.T.U.A in 2015**.
* B.COM From S.V university in 2013.

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**Personal Information**

Date of Birth - 1st September 1992

Languages Known - English, Hindi, Kannada, Telugu.Urdu.

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

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