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| **AA55686** | **KASTHURI**  [**KASTHURI.365914@2freemail.com**](mailto:KASTHURI.365914@2freemail.com) | | |
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| Seeking a growth-oriented, responsible position where can contribute to the overall growth of the Organization, utilizing extensive hands-on experience in the field of HR & Recruitment . A dedicated team player, who can bring to your business, additional professionalism, passion, productive ideas, enthusiasm, out of the box thinking packaged with practical work experience. Also a trustworthy colleague capable of dealing with constant challenges and dealing change. Committed personality with excellent analytical, organizational and coordination skills. | | |
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| **PROFESSIONAL & ACADEMIC QUALIFICATIONS** | Post Graduated in | MBA from Bharathidasan University , Tamilnadu , India | |
| Graduated in | BSc (Mathematics) from University of Madras , Tamilnadu , India | |
|  | Other Credentials : | * Diploma in Computer Applications (DCA) * Desk Top Publishing (DTP) | |
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| **PROFESSIONAL EXPERIENCE**  **June'14 - Sep'15**  **June'12 - June'14**  **Feb'12 - May'12**  **Jul'06 - Oct'07**  **JAN'05 - JUL'06**  **NOV'02 - DEC'03** | Having nearly 5.4 yrs of experience in the field of recruitment and 2 yrs in Insurance Sales..  **PROVAN TECHNOLOGIES PEOPLE CONSULTING**  **FREELANCER - RECRUITMENT**  ProvanTech people consulting are committed to help Organizations to realise and develop their full potential in order to compete in the present day globalized and technology driven business environment. ProvanTech invigorates the key components of organizations - ‘The People’and‘The Processes.’  It is our endeavour to facilitate this process of ‘Rejuvenating Organisations’ through a variety of customized, innovative and practical solutions that bring about positive attitudinal shifts, while driving organizations to re-assess their true potential. These solutions are designed based on a thorough ‘Diagnosis and ‘Need Audit of the organization. We work with our clients as partners and a team. Our solutions are tailored for each client's unique needs and business context, and are designed to ensure that clients get the best return on their investment.  **Our clients are**  Attune Technologies,Technosoft Corporation,Bhawan CyberTek,Alpha Vista US, KRDS  **Job Responsiblities :**   * Analyze and understand the requirements from the clients. * Sourcing, Screening, Short listing the profiles from job portals like naukri, and social networks like Linkedin, Facebook etc., and internal database. * Conducting professional assessment over the telephone for skills, experience, availability, compensation requirements, and willingness to Travel/Relocate and overall suitability. * Updating the online test scores in the database and sending the qualified candidates to the client. * Scheduling candidates for interview at various locations. * Getting the feedback from the client regarding the candidate status. * Coordinating with the client and candidates on Interview process. * Negotiating salary, and notice period with candidate. * Following with the offered candidates and make them join.   **Technologies worked for :**  **Web Technologies :** Java, J2ee, JSP, EJB, Servlets, Struts, Spring, Hibernate, JSF, Swings, javascript,PHP.  **Data warehousing :** Business objects, Informatica, Cognos, Abinitio, Teradata, Datastage  **ERP :** SAP{Functional, Technical & Techno Functional,HCM,FICO,SD,ABAP,QM,MM,PP,PM) PeopleSoft{HCM,FSCM}  **Database :** MySql,Oracle, PL/SQL , SQL, Sybase  **IT Infrastructure:** Autosys, ITIL, Security & Control, MS Exchange,Unix , Linux, Solaris,  AIX, Windows, Citrix, CCIE(R&S,Voice),Avaya Voice  **Testing :** Manual, Automation, QTP, Selenium, Load Runner, White Box Testing QA.  **Microsoft Technologies :** C#, VB, VB .NET, ASP .Net, ADO .Net, Share point,**BPM-PEGA**  Architect, SAS, Business Analyst and many more.  **STAR HEALTH & ALLIED INSURANCE PRIVATE LIMITED**  **SALES MANAGER - PART TIME**  **Job Responsiblities :**   * Sell various types of insurance policies to businesses and individuals. * Interview prospective clients to obtain data about their financial resources and needs, the physical condition of the person to be insured, and to discuss any existing coverage. * Call on policyholders to analyze insurance program and suggest additions or changes. * Seek out new clients and develop clientele by networking to generate prospective lists. * Explain features, advantages and disadvantages of insurance plans. * Calculate premiums and establish payment method. * Perform administrative tasks, such as maintaining records and handling policy renewals. * Made daily calls to small business owners to set appointments for face-to-face meetings * Went business to business seeing if I could help the owner with better coverage * Followed up with clients via phone, email, and home visit to maintain a relationship * Providing clients with products that suit their needs and budget while educating them on the aspects of Health Insurance. * Act as the intermediary between clients and insurance companies while assessing their insurance needs and risk profile.  AXIS HR CONSULTANCY PVT. LTDSENIOR EXECUTIVE - RECRUITMENT **Company Profile :**  **Axis HR Consultancy Private Limited** is a Human Resources Consulting company offering exceptional services on the recruitment front. We have an established presence in the country and our wide network ensures that we successfully source the right candidate for the right job in the right company.  **Job Responsibilities:**   * Sourcing the resumes through various channels like Job portals / Employee Referrals / Social Networks / Internal Database. * Sourcing and screening of profiles according to the requirements given by the hiring managers * Sourcing and shortlisting the profiles as per the skills, domain, project suitability and budget * Follow-ups at regular intervals with the candidates till they join * Good exposure in job portals like Naukri, Monster and social networking sites like LinkedIn * Posting the jobs and sending mass mails in Job Portals like Naukri, Monster   **Technologies worked for:**   * **Microsoft Technologies**: Dot Net, ASP.Net, VB.Net, .Net Framework, ADO.Net, C#.Net, Javascript, VB Script, VC++ * **Web Technologies**: Java, J2EE (JSP, Servlets, EJB), Core java, JDBC, UML, XML, HTML, OOAD, JavaScript, Struts Framework, J2ME, Web services, Swings, JMS, JSF, JBOSS, Hibernate etc. * **Software Testing:** Manual, Automation, Performance testing, Embedded, QTP, RPT, Win runner, Load runner, Quality assurance, Functional testing, Silk test. * **Mainframe Technologies:** COBOL, DB2, IMS, JCL, IDMS, CicS, VSAM, RPG 400, MF-Cobol * **Networking Technologies:** SS7, Switches, Routers, Firewalls, Routing protocols, N/w Security, Router, LAN, System Administration, Network Consultants and Network Engineer.  FUTURE FOCUS INFOTECH PVT. LTD **SENIOR EXECUTIVE - RESOURCING**  **Company Profile:**  Founded in 1997, **Focus** began as a Business Associate of Tata Consultancy Services (TCS). TCS is Asia's largest IT Services and Consulting conglomerate. Focus assisted TCS, in the execution of Y2K projects, through its technical consultants Focus is a pioneer in IT Technical Services and among the top five IT Technical/Professional Service providers in the Country - over a decade in IT Technical services. Quality Certified Business Processes (ISO 9001-2000) with best in class services in Human Capital Management, IT Technical Consulting and Career Management services in the IT technology domain  **Job Responsibilities:** Currently part of a 25 member team called -National Tech Search Centre.We are mainly into one time placement. Contract staffing comes under National Tech Source where our main clients are TCS , IBM and Infosys.Handling a Team of 3 Members. Monitoring the work of these Recruiters on daily basis.Setting monthly targets for the team and preparing plan of action and generate reports for the team.Working for 3 key clients- Infosys,IBM and TCS.Searching job boards, cold calling, networking, research and database management.Requirement analysis & Sourcing and Recruiting IT professionals at all LevelsHandling Internal Recruitment for our IT division.Conducting interview with candidate to assess their communication and technical skills. Follow up with the selected candidates.Conducting Reference Check for selected candidates. **Recruited Candidates for the Following Skill sets:**  **Microsoft Technologies:** VB, VB.Net, ASP.Net, C#, COM, DCOM, VC ++, ASP,ActiveX  **Web Technologies:** Java, Struts, XML, J2EE, JSP  **Mainframe:** COBOL, CICS, JCL, IMS, IDMS, VSAM, DB2,Visionplus**CRM :** Siebel Actuate, Peoplesoft Technical & Functional Consultants  **Middleware & EAI:** Tibco, Webmethods, IBM WBI,Biztalk, SAPXI,Pega, Vitria, etc  **DWH & BI:** Informatica, Cognos, Abinitio , Teradata,BO,Hyperion,Asential Datastage,Microstrategy & Business Objects  **Testing :** Manual and Automated (Mercury and Rational tools – Winrunner, Test director,Loadrunner, Rational Robot , Silktest)  **ERP:** SAP, Peoplesoft,Siebel,JD Edwards,Oracle Apps ,Oracle Apps RICE,Oracle Apps OM,SCM - SAP, Oracle Apps. ADDED VALUES CONSULTING. **TECHNICAL RESOURCE CONSULTANT**  **Company Profile:**  Added Values is one of the leading IT Placement Consulting Firm operating in Chennai has earned recognition by proving Technical Staffing solutions to various IT companies in and around India.  Our List of Top Clients includes **Computer Science Corporation, Capgemini, Zensar Technologies, HCL Technologies, MBT, Verizon, Accenture, Ford IT,US Technologies** etc. Job ResponsibilitiesProcessing the requirements and Planning Strategic Sourcing and Contact Management, Client Interaction Coordination  * Identifying candidates for Head Hunting, Conducting Direct, Telephonic, and Chat interviews with candidates * Business Development and Client Sourcing, Databank Management and Periodical Updation, Establishing Healthy rapport with thClients and Candidates, Usage of networking and exploitation of websites to maximize the results * Developing new business partners and managing business Partner relationship * Managing the continuity or redeveloping of clientele relationships, Won recruitment assignments from large corporate clients and provided the best * Screening of resumes- Short-listing candidates through thorough review. Interview - Meet up with the candidates and assess behavioural aspects. Salary Negotiation- Negotiating salary with Candidates. * Offer letter - Follow up with corporate HR till offer is released to the confirmed candidates   **Recruited Candidates for the Following Skill sets:**   * **J2EE**: Java, EJB, JSP, Struts, Servlets, Weblogic, Websphere. * **Mainframe**: COBOL, DB2, CICS, JCL, VSAM, IMS DB/DC, etc. * **Content Management Tool**: File Net * **Testing** : Winrunner, Loadrunner, Test Director, Rational Robot. * **Microsoft Technology**: ASP.NET, VB.NET, C#, VB, SQL Server, etc. * **DWH & Modeling**: Datastage, Informatica, Cognos, Business Objects,Erwin. * **DATABASE**: Oracle, SQL Server, Sybase, DB2, DB2 UDB, Teradata. * **Operating System**: Windows, UNIX, LINUX, Solaris, etc.  TATA CONSULTANCY SERVICESRECRUITMENT CO-ORDINATORJob Responsibilities **I had been handling the following Recruitment functions.**   * Shortlisting the resumes from TCS Portal. * Identifying the right skills for the various requirements in the projects. * Co-ordinating with the Placement Consultants. * Sending Call letters, sending email / Calling up candidates over phone for the test and interview process. * Booking Halls for the Test and Interview Process. * Entry of the Applicants details in the HRMS and creating offer ids for appointment. * Answering the queries of the candidates with regard to test status, interview status LP test status and medicals. * Issuing Pre-employment Medical letters to the selected candidates. * Checking the medical status of the candidates . * Follow up with the selected candidates for medical test and joining. * EP’s Service Agreement co-ordination * Offer put up generation.   **Selection and Interviews:**   * Identifying the right candidate to suit various requirements. * Conduct first round of selection by giving the candidates technical written tests. * Arrange technical interviews with the technical panel of the clients. * Arrange telephonic interviews for outstation candidates. * Following up with prospective candidates until they complete all rounds of the interview. * Responsible for the complete recruitment cycle from identifying the candidates to placing him/her at the location.   **File handling and documentation:**   * Maintaining employees referral cv’s ,Maintaining joining details of the candidates and Maintaining employees information records.   **Personal Skills**   * Ability to grasp new ideas and integrate them into desired results. * Ability to handle challenges and work in dynamic environments. * Ability to co-ordinate several task simultaneously. * Ability to deal with people diplomatically, willingness to learn, Team facilitator   **Strengths:**   * Self Motivated, Dedicated, Hard & Smart Work * Strong Believer in Quality & Time Management * Having Positive attitude towards work with an ability to organize and prioritize work | | |
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| IT SKILLS | Microsoft Office - Word, Excel, Access, PowerPoint  Windows 95/98/2000/XP | | |
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| PERSONAL | Nationality | | : Indian |
|  | Born | | : 26-05-1982 |
|  | Marital Status | | : Married |
|  | Languages | | : English, Tamil |
|  | Visa Status | | : Residence |
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| REFERENCE | Available upon request | | |
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