**Jyoti** [**Jyoti.367471@2freemail.com**](mailto:Jyoti.367471@2freemail.com)

Dynamic results focused full life cycle recruiting professional with background in IT, Non-IT and IT Sales. Proven 1 yr and 3 months track record of success locating, identifying and closing top candidate talent, with a special emphasis on hard to fill positions.

**CORE COMPETENCIES INCLUDE**

Multi-location Recruitment Database creation and maintenance Sourcing, Screening & Recruiting Reference checks Telephonic Interviews Job Posting and Job Analysis

Head Hunting Building strong referral networks Organized and Multitasked

**SUMMARY**

An accomplished results-driven Human Resource professional with one yr and three months of experience with expertise in recruitment and selection with various means and channels. Proven ability of self manages multiple positions by sourcing, screening, qualifying, coordinating interviews, negotiating and closing candidates.

**ACADEMIC QUALIFICATIONS**

* MBA with HR & FINANCE from Dr MGR Educational & Research Institute, Chennai in the year 2011 with 8.5 CGPA.
* B.Sc Bio-Technology with Computer Science from Christian Eminent Academy, Indore (M.P) in the year 2009 with 64.77%.
* 10+2 from Kendriya Vidyalaya C.B.S.E. B.S.City in the year 2006 with 68.8%
* Matriculation from Kendriya Vidyalaya C.B.S.E. B.S.City in the year 2004 with 74.6%

**TECHNICAL SKILLS**

Web application : MS office Outlook

MS Office : MS WORD, MS Excel, MS Power Point

Additional Technology: Tally 9, Hire craft & Recruit Studio (RS)

**PROFESSIONAL EXPERIENCE**

1. **Antal International Network, Dubai- Research Consultant (Jan 2014-March 2014):**

Antal International Network is a UK based Executive Search Firm with 132 offices in 38 countries spanning five continents. Antal provides permanent, temporary, interim and contract recruitment solutions in country with the benefit of an international network.

**Roles & Responsibilities:**

* Managed the entire recruitment functions for Middle East and gulf countries for multiple positions.
* Identifying candidates through social media (linked in, job portals & search engines) and then doing technical screening, telephonic interview, short listing, interview scheduling till closures.
* Prescreens candidates with detailed phone screens, evaluate candidates’ compatibility with specific job requirements, ensuring a right fit prior to submission to client.
* Edit and reformat resumes as necessary, highlighting and adding relevant key words increasing candidate match with client positions.
* Worked for multiple positions for different System Integrators, Distributors, vendors, IT & FMCG companies.
* Maintaining database and keep on updating on daily basis and generating leads.
* **Positions & Skills worked on:**

**IT sales (Account Manager or Sales Account Manager)** – Enterprise IT Solution (Hardware or Software), Servers, storage, Networking, ELV, Security, Access Control, Structured cabling, IT infrastructure.

**IT Technical** -IVR Specialist (ISO & HSM Security), Resident Engineers (JNCIE), Java Developers

**Financial positions –** Accounts Assistant, Sales Coordinator, Sr Accountant (CA), Nursery Director.

**Achievement –** Successfully closed two positions in 2nd month of the employment after joining.

1. **Selective Consultants Pvt Ltd, New Delhi (India) - Executive- Talent Sourcing (IT Recruiter) (PAN India) Dec 2011 – Dec 2012:**

Selective Consultants is a 25 yrs old Executive Search firm specialized in IT, Non-IT, Trade & Industry, Manufacturing organizations, Automobile sectors etc.

**Roles & Responsibilities:**

* Individually handled Entire Recruitment Process for the set target, right from sourcing, screening, telephonic interview, short listing, Salary negotiation, interview follow-ups till the closures.
* Understanding the clients requirements in retrospect of the candidates profile, job description, shortlist the right candidates.
* Briefing the candidates about the job profile, package, organization, etc.
* Regular follow-up with the candidates with respect to offers and addressing their concerns (salary, relocation, joining date etc) and keeping the clients in the loop.
* Posting the jobs on job portals and other networking sites.
* To identify the companies where the skills are available, and then source the candidates from those companies.
* Handling of database and perform a complete search as per the requirements and handling client interactions.
* Coordinating with the HRs for walk-in Interviews at client’s location.
* **Positions & Skills worked on :**

**IT –** Solution Architect (Pre Sales),IT Research Mgr, Researcher (Computer science & Formal Method), SAP & Oracle consultant (Functional & Technical),Java Developer, Technical Architect, Android & Adobe Day Developer ,Python Technical Lead etc.

**Non IT –** IT Infrastructure Mgr, Business Analyst, Research Planning Executive, Financial Analyst,

Software Engineer in Automobile domain etc.

**Skill sets handled –** C/C++, Java, ASP Dot net, Web method, Share point, Data warehouse (DWH), Cognos Planning etc.

**Domain–** Handled IT & Non-IT clients in different domains (Airlines, Automotive, BFSI, Telecom etc) of different CMM Levels.

**Achievement –** Successfully closed Solution Architect position for new client InfoTech Enterprises (Hyderabad) with high salary and with first candidate only.

**ACADEMIC PROJECT PROFILES**

* **Summer Project:** On the topic **“**A study on the pricing & sales strategies of secondary & by-products at **Bokaro Steel Plant” SAIL**, in Marketing for the duration of 6 weeks.

**Tools used**: MS Office

* **Final Project:** On the topic “A study on the effectiveness of motivation with reference to **Nazareth Foods Pvt. Ltd**.” Chennai, in Human Resource for the duration of 2 months.

**Tools used**: MS Office

**ACHIEVEMENTS AND ACTIVITIES**

* Successfully participated in the training program of 3 days workshop conducted by **RIPE** in **SOFT SKILLS**.
* Active participation in **THE GREEN OLYMPIAD** sponsored by the Ministry of Environment and Forests, Government of India in the year 2001 and 2002.
* Actively participated in **“ELIXIR – A Series of Enchanting seminars-2007”** by CHRISTIAN EMINENT ACADEMY OF MANAGEMENT, PROFESSIONAL EDUCATION & RESEARCH, INDORE.

**PERSONAL PROFILE**

Language Known **:** English & Hindi

D.O.B : 23rd Jul 1986

**DECLARATION**

I hereby declare that the above stated information is true to the best of my knowledge and belief.

**REFERENCE**

Will be furnished upon request.

**JYOTI**