CURRICULUM VITAE

PRISCILLA

**Email id:** [**Priscilla.367834@2freemail.com**](mailto:Priscilla.367834@2freemail.com)

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| **CAREER OBJECTIVE:** |

Seeking a better position to work in UAE to utilize my skills and abilities in your organization that offers professional growth while being Resourceful innovative and flexible.

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| **EDUCATIONAL QUALIFICATION :** |

* SSLC : 42%
* PUC : 73%
* DEGREE, BA Psychology : 67%
* Post Graduation, MSW Specialized in H.R.M : 76%

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| **INTENSHIP EXPERIENCE:** |

* Worked in Mambaram English mediam senior secondary school, Kerala as a

student Counsellor for a period of 6 months

* Worked in Sneha bhavan, psychiatric agency as a counsellor for a period of

6months

* Worked in TREDA de-addiction center as a counsellor for three months
* Worked in BEML( Bharath earth movers limited K.G.F) as a H.R trainee for

1month

* Worked in BOSCH limited has a HR trainee at Adugodi Bangalore for the period of 1 month
* Worked in Allegis as IT Recruiter at Dairy Circle , Bangalore for the period of 1 month

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| **WORK EXPERIENCE:** |

**Designation – Technical Recruiter**

**Worked as Technical Recruiter from August 2016 till April 2017**

Job Responsibilities:

Expertise in Permanent Staffing and Corporate Experience for IT and Non IT requirements.

• Hands on experience in full life cycle recruiting

• Handling Clients and Corporate Experience.

• Validating / evaluating the candidate based on the requirement available.

•Understanding the requirements of the clients and short- listing according to matching skill – sets  through existing Databases, References, Job Portals (Job posting, sending mailer)

• Screening & sourcing the profiles for the particular requirement

•Candidate searches using social networking (LinkedIn,Naukri,Monster,  Face Book,) referrals, internal databases and Job boards etc.

•Handling multiple requirements / Job Roles at a time and making submittals in stipulated

time frame.

•Recruiting highly specialized function and technical and mid to senior level professionals

•Involved in contractual and permanent placements in the fortune 500 Clients based in India

• Building good professional relationship with candidates.

• Work independently as well as team player.

•Negotiating salary packages with candidates relevant to the industry standards and to the

 Client Specification.

•Following up with prospective candidates until they complete all-around of the interview.

• Ensuring that the candidates join on time by keeping constant follow-Up with them.

• Arranging / Scheduling telephonic interview and personal interview.

•Exposed to all major IT Skills, as I have been handling recruitment in diverse technologies.

• Coordination of interviews, Negotiate offers and close approved candidates.

•Maintain separate records for all submissions and feedbacks regarding the respective submissions.

• Preparing Recruitment based Daily Reports.

• Maintaining database according to the skill set.

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| **COMPUTER SKILLS:** |

* Basic in Computer
* Typing in English
* Outlook MS-Office Tools: MS-Word, MS-Excel, MS-Access, MS-Outlook Express, MS-Power Point

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| **PERSONAL STRENGTH:** |

* *Team building and training capabilities*
* *Organizing skills*
* *Managing skills*
* *Leadership skills*
* *Communication skills*
* *Dual focus skills*
* *Multi tasking skills*

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| **PERSONAL PROFILE:** |

Name : **PRISCILLA**

Date of Birth : 11/11/1992

Sex : Female

Nationality : Indian

Languages known : English, Tamil, Malayalam & Kannada.

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| **DECLARATION:** |

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