**SANGEETHA**

[**SANGEETHA.372992@2freegmail.com**](mailto:SANGEETHA.372992@2freegmail.com)

**DUBAI-UAE**

## SANGEETHA HARISUDAN

## Dubai -UAE Telephone: 0556407119 Email: sangy.harisudan@gmail.com

**CAREER OBJECTIVE**

A Post Graduate in MBA (Human Resource-HR &Industrial Management) with 1 year experience in HR specially in Recruitments, Training, staffing and Head hunting. Seeking a challenging job to deliver best of my skills and make best use of my efforts in gaining experience.

**PROFESSIONAL SKILLS**

* Full Recruitment Cycle
* Training and development
* Team Player
* Relationship Management
* Good knowledge of interviewing techniques and phone screening
* Excellent communication and presentation skills

**SKILLS**

**Operating System:** Windows98, 2000, 2003 Server, Windows XP & Windows 7.  
**Tools:** MS Office, Word, Excel, Power Point and Outlook.  
**E-Mailing tools:** MS Outlook, Windows Outlook, Yahoo and Google.  
**Hardware:** Hands on Experience of Computer hardware and networking.

**KEY RESPONSIBILITIES HANDLED**

* Involved in full recruiting life cycle & end to end recruitment.
* Understanding client requirements and deciding on the recruitment strategy.
* Interacting with the delivery team on regular basis and prioritizing requirements as per the billable effective dates.
* Sourcing CVs from various channels such as referencing, company’s own database, Job Portals i.e. Monster, Naukri, and networking tools such as Linkedin.
* Conducting Drives, Walk-ins and personal interviews.
* Arranging for technical panels and coordinating at all levels of Interviews.
* Conducting HR interviews to check the candidate’s suitability for the requirement.
* Providing timely feedback to the client on their requirements and to the candidates on their interview.
* Conducting induction for new joiners to create awareness of the Recruitment function.
* Preparing and maintaining various MIS Reports like Tracker sheet, requirement and offer reports, to be sent to delivery heads and top management.
* Recruiting people at all levels, i.e. from experience range of 2-15 years for all permanent, subcontracting and direct positions.
* Responsible for mentoring new team members in the recruitment process and various active requirements.
* Organizing employee engagement programs, employee safety, welfare, wellness and health programs.
* Handling the payroll, compensation and benefits administration.
* Providing leadership, management, coaching, monitoring and direction to the employees to achieve targets.
* Planning and structuring of job advertisements on job portals.

**EMPLOYER’S**

* 1. **Skill fishers consultancy from 2015 July till 2016 February as HR Recruiter**

**Job Roles**

* Helping clients to find suitable candidate to fill their vacancies.
* Placing adverts in relevant market journals and publications, job boards.
* Making phone calls to candidates who are judged to be eligible.
* Conducting phone interviews with prospective candidates.
* Describing the work duties, salary and benefits of a particular vacancy.
* Doing background checks and verifying the references, work experience and academic qualifications of applicants.
* Screening, testing and assessing candidates.
* Developing a relationship with interviewees.
* Receiving and reading through the CVs that job seekers have sent in to the recruitment agency.
* Drawing up short lists of suitable candidate
* Updating the recruitment agency database with the details of potential candidates.
* Assisting applicants with their interview techniques.
* Calling up a candidate and informing them if they have been successful or unsuccessful in their application.
  1. **Talent Pursuits from February 2015 – July 2015 as HR Recruiter**

**Job Roles**

* Handling the tasks of headhunting, identifying and approaching suitable candidates for the right profile
* Drafting advertising vacancies and advertise the same in media like websites.
* Preparing resumes, CV and correspondence and forwarding the same to client to list suitable candidates
* Recruiting, selects and schedules interviews with potential employees required for the organization
* Following up

**ACHIEVEMENTS**

* Certified for TA course from Jansons School of Business.
* Received first prize in paper presentation on topic “E-commerce” in inter college competition.
* District topper in commerce department in year 2010.
* Best outgoing student of year 2009.

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUALIFICATION** | **UNIVERSITY/ BOARD** | **INSTITUTION** | **YEAR OF PASSING** | **AGGREGATE** |
|  |  |  |  |  |
| Post-Graduation  (MBA in HR and Systems management.) | Bharathiar university | Janson’s School of Business Coimbatore. | 2014 | 86 % |
| Graduation  (B.B.M – C.A) | Bharathiar university | Sri Krishna college of Arts and Science, Coimbatore | 2012 | 79 % |
| Higher Secondary School Leaving certificate | Kerala state board | Kanikkamatha school, Palakkad | 2009 | 93 % |
| Secondary School Leaving certificate | Kerala state board | Kanikkamatha school, Palakkad | 2007 | 1. % |

**ACADEMIC PROJECTS**

* Did project on “Performance Management System” in P.S.N Automobiles P.V.T L.T.D, Cochin, Kerala, for a period of 45 days during year 2013.
* Did summer project in Agni steels, Erode during year 2012.

**PERSONAL DETAILS**

Date of Birth **:** 1st April 1991

Sex **:**  Female

Marital Status: Married

Nationality **:** Indian

Languages  **:** English, Hindi, Tamil and Malayalam.

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

Date: