Resume

VINITHA

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Chennai - 600129

Career​​ Objective:

I would like to contribute my knowledge, communication and leadership skills as a competent professional to work in a globally competitive environment on challenging assignments that shall yield the twin benefits of jobs satisfaction and realize my potential.​Pursue​ a Career with an organization which can provide a challenging environment, scope for creativity & innovative thinking, promotes learning & acquiring new skills and strive for success through personal commitment and hardworking.

Qualifications:

10​th​- 2002

12​th​- 2004

Bachelor Of Commerce (B.Com) – 2007

Work Experience​ :

Edify Technologies​​​​​​

Lead Hr Recruitment - March 2017- Till Present

Responsibilities:

● Identify candidates with the right skills to match the US clients and Indian requirements

● Regularly interacting with Account Manager in US to understand the requirements.

● Understanding the requirement in depth to ensure quality sourcing and recruiting

● Ensuring to revert / submit profiles with quick turnaround time for timely submission to meet sharp deadlines of submission for each requisition.

● Experience on full life cycle of recruiting (screening resumes, interviewing, technical queries & interviews, closing of candidates and responsibilities till joining of candidates).

● Worked as a good team player, interviewing, hiring candidates, maintaining & building the candidate database.

● Recruiting candidates for both permanent as well as contract positions. In this process worked directly with Operation Managers, Accounts Managers and Hiring Managers to provide the best resources and fill the required staffing needs of direct clients and preferred vendors.

● I have extensively utilized the web portals (Dice.com, Monster.com, CB, Prohires and Maxhire), personal database and referrals for candidate searching.

● Responsible for recruiting, screening, interviewing candidates for clients needs Worked with the Team to maintain, develop accounts and coordinate interviews

● Searching the right candidates for the position by understanding the requirement of the client.

● Screening profiles, contacting candidates checking VISA Status communication Skills, Current Salary and expectations etc.

● Close candidates on salary / hourly rates prior to interviewing with clients.

● Resource candidates for Middle and Senior level, individually and successfully closed a number of openings at the same.

● Successfully scheduled interviews and follow up with consultants.

● Maintaining Data Bank of the submitted resumes for future use

Lyten Pvt Ltd ​​​​​​​​

HR Manager ​Aug 2009 to Jan 2017

Responsibilities:

• Recruitment

• Sourcing

• Performance​​Appraisal

• Grievance​​handling

• Administration

• Vendor management

• Company documentation

• Induction​​for New Joinees.

• Attrition Analysis

• Employee Engagement

• Compensation & Benefits

• Rewards​​and​​recognition​​activities

• Attendance​​and Payroll​.

• Offer, Appointment and relieving letters

• PF​,​TDS​​deductions

• Employee​​Exits​

• Feedback given regularly

• Interview conducted over the phone.

• Sourced through career builder, monster.

• Pre screening and interview scheduled with the managers.

• Following up with the candidates for the interview.

• Background verification done .

• Review terms of offer document

Hobbies:

Surfing Internet

Cooking

Listening Music

Personal Details:

D.O.B

​:

20/10/1986

Languages known

:

English, Tamil, Kannada, Hindi & Malayalam.

Computer​​Skills

:

MS Office, Windows 7 & 8, Web Application.

Declaration:

All the above information’s are true to the best of my knowledge.

Date​:​06/09/2015

Place :​Chennai