**Personal Srength**

* Success oriented with positive attitude
* Strong sense of responsibility
* Ability to work under heavy pressure
* Creative and resourceful
* Good coordinating ability
* Self-confidence and motivation
* Learning ability
* Excellent communication skills.

**Personal Details:**

Gender: Female

Date of Birth: 26/12/1992

Nationality: Indian

Marital Status: Married

Languages Known: Tamil,English

**Name : Indumathi**

**Email :** [**indumathi.376107@2freemail.com**](mailto:indumathi.376107@2freemail.com)

**Mobile No. : Whatsapp +971504753686 / +919979971283**

**Visa : Husband Visa**

Career Objective

Seeking a Human Resource Management position where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company

Professional Summary

A result oriented Recruitment Professional with 2 Years of experience into “**IT Recruitment**” in hiring  junior, mid-level & senior level for **contract,** **permanent positions**

Education

* B.Tech.Information Technology from E.G.S.Pillay Engineering College, Nagapattinam from 2011 to 2015, Secured **8.3** grade of CPGA.
* HSC from Crescent Matric.Hr.Sec.School, Nagore with **75%**.
* SSLC from Crescent Matric.Hr.Sec.School, Nagore with **85%**

Profile synopsis

* Talent Acquisition professional with 2 Years of hands on experience in Recruitment. Experience in **IT** staffing. Ability to deliver in a high-volume recruiting environment along with niche skills.
* Handling the entire recruitment cycle exercising all recruitment tools such as references, resume search, database, job portals, etc.
* Understanding the client's requirements thoroughly.
* Sourcing and screening profiles through job portals  and sourcing the right candidates according to the job specifications.
* Analyzing candidates via telephone and collecting information about their employment history, skills, education, project details, current CTC, expected CTC, and notice period.
* Overall evaluation of candidates on various parameters  according to client’s requirement.
* Defining job roles and responsibilities to candidates.
* Forwarding the interested candidates’ resumes to clients.
* **Coordinating with the candidate for Interview schedules.**
* Creating and maintaining database effectively and managing client information including client’s requirements, Interviews scheduled and list of selected candidates
* Following up with candidates until they join the organization

Key skills

**Very good understanding of client requirement - Sourcing the profile - screening and shortlisting - Coordinating for Interview - Negotiation of salary Part - Collect & verify the documents for selected candidates - Follow-up the joining candidates.**

Professional Experience

Company Name : **Teamware solutions** (Quantum Leap Consulting) 

Designation : **Talent Acquisition Executive**

Period : From Feb 2016 to May 2017.

Clients : **TCS,CTS**,Honeywell,Capgemini,McWane,Mindtree etc.,

Reporting to : Delivery Manager

Location : chennai

Website : www.**teamwaresolutions**.net

**Company Profile**: Teamware Solutions, a business division of Quantum Leap Consulting Private Limited, offers cutting edge industry solutions for deriving business value for our clients' IT initiatives. Offering deep domain expertise in Banking, Financial Services and Insurance, Oil and Gas, Infrastructure, Manufacturing, Retail, Telecom and Healthcare industries, Teamware leads its service in offering skills augmentation and professional consulting services.

Company Name : Shreem Management Services

Designation : **HR Recruiter**

Period : From May 2015 to Feb 2016.

Clients : Internal recruitments

Location : Chennai

Website : **www.shreem.net.in**

**Company Profile:** Small scale company, working internally with business partners. Handling backoffice operations for local banks as well UAE banks for payment collections, and Hr services for small level companies. Background verification for client companies

Roles and Responsibilities

**Performing full life cycle recruiting as follows:**

* Thoroughly understanding the requirements of the client.
* Preparing & Developing Job Description given by the clients.
* Posting Ad in various portals
* Fulfilling the requirement internally through the companies existing base of consultants.
* Doing **Job posting, mass mailers** to the candidates for requirements when required.
* Blocking all potential candidates in job market to have a competitive edge on the position.
* **Short listing candidates** according to their skill sets.
* **Screening and interviewing** the candidates thoroughly to ensure that they match the client

requirements accurately.

* Selecting the right candidates and fixing and negotiating their compensation.
* Presentation of the candidate to the client and follow up.
* **Arranging the client interview** on the phone or face to face.
* Collecting necessary documents from the selected candidates.
* Explaining the joining formalities and keeping good interaction with the candidate before

and after joining the company

* Actively sourced profiles for various contract & permanent positions.

Performing Resume evaluation and submission

* Extensive review of candidate resumes for presentation and prior submission to Delivery managers before being forwarded to clients.
* Extensive thorough resume review and strengthening with revisions.
* Extensive talking with candidate and reviewing standardized formats and practices, grammar, and punctuation.
* Creating professional summaries, which highlighted a candidate's strength that fit the client's requirements.
* Identified candidates from a variety of means, including internet searches, sourcing, posting ads, referrals, etc.
* Expertise in the putting search strings in all job portals to get the right candidate on time.
* Handling multiple requirements at a time.
* Fulfilling the requirements on time.
* Preparing daily supply report, pipeline report, diversity report, Sourcing plan using MS Excel
* Having periodic review meetings with the managers to discuss the status and plan strategies.

Technologies worked for

|  |  |
| --- | --- |
| **IT Technologies** | Core Java, J2EE, JSP, EJB, Servlets, JDBC, JBoss, HTML, DHTML, XML, WebSphere, Webserver, Web logic  **Dot Net, ASP.Net**, ADO.Net, VB.Net, C#, .Net framework,.Net architecture, SharePoint, Silverlight, MVC, WCF,WPF..  Android developer, IOS developer, Windows admin, Network admin, Unix admin, MSBI developer, BI Tools, Web designer, Mainframe developer & Admin, database admin(sql,oracle,Mysql) etc.. |
| **Engineering Requirements** | **Civil Engineers, Electrical Engineers**, **Technicians**, **GIS** **Engineer**, **Design Engineer** , **AutoCAD**, **Draftsman**, **Embedded Engineers**, **QA/QC Engineers** **Project Manager**,Pro E, Catia, Unigraphics, Solid works, etc., |
| SAP( Functional/ Technical) | ABAP, FICO, PI, BW, SD, PM, SCM, CRM, BASIS, PP, CS, HCM |
| Data ware Housing | Informatica, Data stage, Teradata |
| Software Testing | Quality Assurance, Functional Testing, Manual testing, Automation testing (Selenium and QTP), Web Application Testing, Web service Testing |
| Non IT | Administrator, Accountant, Service Engineers, sales person, Retail sales, Marketing, help desk, Drivers, Sales person, Collection Executives, Team lead etc.… |

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

Place : Dubai Date : Indumathi