**Mrs. Sinduja **

🖂 : [sinduja.379416@2freemail.com](mailto:sinduja.379416@2freemail.com)

**Location:** Chennai, India

**I am a self motivated individual with over 8.8 years of experience in Staffing / Recruiting Administrative duties, Office Management, Event Coordination and Accounting I am able to work skillfully in both team and individual environments. I organize quickly and efficiently with immeasurable attention to details. While adjusting quickly to change and remaining composed under pressure. I enjoyed any challenge that I am presented with and have the exceptional determination to see every project entirely complete.**

**Areas of Expertise**

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| --- | --- |
| * Staffing Requirements | * Requirement Life Cycle |
| * Client Handling | * Travel Coordination |
| * Interviewing Over the (Telephone , Face to Face, Skype) | * Customer Service |
| * Front – Desk Reception | * Admin Assistant |
| * MIS Reports | * Internet Savvy |
| * Filling Database & Record Management | * Data Entry |

**Occupational Contour**

|  |  |
| --- | --- |
| **Senior HR Recruiter** | **April 2012 - Dec 2017** |
| ***Indira Business Solution (Manpower Consultancy)*** | **Chennai, India.** |

***Core Responsibilities***

* Produce outstanding results for client via sourcing, marketing intelligence, competitor intelligence and full life-cycle recruiting.
* Supervised and led team in recruiting efforts while decreasing time-to-fill and recruitment expenses.
* Successfully recruit candidates and manage client relationships in multiple cities in multiple industries for numerous positions.
* Responsible for attending the weekly and monthly meetings and updating the VP onthe status of revenue achieved and collections done from my  team (5Members).
* Guide candidates through interview process including offers application and follow up after start date.
* Individually working on Sr. Level Requirements.
* Also working on Hire craft for  uploading resumes & requirements, raising invoices,  generating reports of  team.
* Sound knowledge of complete recruitment life cycle.

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| **Trainee Consultant** | **Nov 2010 - Mar 2012** |
| ***Amrutha Business Solution (Manpower Consultancy)*** | **Chennai, India.** |

***Core Responsibilities***

* Referring Internal Database, Employee referrals etc.
* Co-ordinating with candidates for interview & conducting telephonic interview before short listing candidates.
* Interacting with candidate, doing initial screening. Understand their competencies & skill sets, making them understand job role.
* Providing complete, accurate, and inspiring information to candidates about the company and position.
* Co-ordinating with the company and with candidates after company selects the candidate.
* Maintaining daily/ weekly/monthly reports such as interview status reports, closure reports & feedback reports.

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| **Customer Care Executive** | **June 2008 - Dec 2009** |
| ***Reliance BPO Pvt Ltd.,*** | **Chennai, India.** |

***Core Responsibilities***

 Manage large amounts of inbound and outbound calls in a timely manner

 Follow communication “scripts” when handling different topics

 Identify customers’ needs, clarify information, research every issue and provide solutions and/or alternatives**.**

 Frequently attend educational seminars to improve knowledge and performance level.

 Meet personal/team qualitative and quantitative targets

**Achievements**

**Achieved the award for outstanding performance "BEST RECRUITER AWARD" my recruitment experience.** **Consistently achieved monthly and quaterly targets.**

**Education & IT Skills**

|  |  |
| --- | --- |
| **MBA (HR) -2011 Discontinue** | *University of MKU ,India* |
| **Post Graduate Diploma (Computer Application) 2008 -71%** | *Mother Teresa University, India* |
| **Bachelor of Science (Computer Secience) 2007-69.75%** | *Mother Teresa University, India* |
| **Intermediate (Bio Maths ) 2004 – 65.08%** | *State Board, India* |
| **SSLC 2002 - 70.08%** | *State Board, India* |
| **MS Office Package** - (Word, Excel, PowerPoint, Outlook, WinXP|10) | |
| **Basic Knowledge on** C, Java, VB 6.0. | |

**Academic Project**

1. **Project Title : MAILING SYSTEM (Mini Project)**

Operating System **:** WindowsXP

* Platform **:** ASP.Net, MS - Office
* Duration **:** 3 Months
* Team Strength **:**  1

1. **Project Title : COMPUTER CENTRE MANAGEMENT (Main Project)**

Operating System **:** WindowsXP

* Platform **:** VB – 6.0, MS - Office
* Duration **:** 1 Months
* Team Strength **:**  1

**Personal Vitae**

**Gender:** Female | **Nationality:** Indian | **Marital Status:** Married | **Languages:** English, Tamil

**DOB:** 26th Feb 1987 |

**References:** Furnished upon request