CURRICULUM VITAE 1 -3

Karthik



**KARTHIK**

*SENIOR HR EXECUTIVE/ RECRUITER*

**SUMMARY**

A focused & goal oriented, qualified professional with nearly 6 years of experience in Recruitment.

Handling complete end to end process of recruitment.

Dedicated HR Professional with experience in Talent Acquisition, HR Generalist, HR Operation, Employee relation, Employee engagement and Client handling.



**CONTACT DETAILS***:*

**Nationality:** Indian

**E-mail:** karthik-393072@2freemail.com

**Marital Status:** Married

**Date of Birth:** 17/09/1987

**EMPLOYMENT RECORD**

**Jan. 2013 – Present**

**SENIOR HR EXECUTIVE/ RECRUITER**

**DUTIES & RESPONSIBILITIES:**

**Talent Acquisition - Recruitment**

* Recruiting Candidates - identify/screen/qualify candidates for positions; reviews, reformats and presents resumes to hiring the post- source, screen, interview, and evaluate candidates
* Managing the complete recruitment life cycle for sourcing the best talent from diverse sources like Job Portals, social media, Facebook, LinkedIn, Head Hunting, References
* Understand and fulfil conflicting business expectations
* Develop and maintain various hiring reports for senior leaders
* Responsible for end-to-end hiring for the business
* Maintaining a sourcing mix with focus on alternate channels
* Release offer letter and follow up with the offered candidates to keep track on their joining dates.
* Designing salary and taking proper approvals for recruitment of new candidates from HOD`s and HR Head
* Responsible for collecting the entire documents
* Recommend, plan and execute manpower requirements along with facilitating HR transactions for the business
* Preparation of Weekly Talent hunts report, Weekly recruitment report
* Generating and Analyzing Weekly and Monthly HR reports
* Handle a team of 4 Recruiters- delegating work to them and be responsible for mentoring and training them as per clients requirements
* Pre-Screen the Resumes sourced by the team / Take telephonic rounds of interview of every screened candidate
* Assist and guide team in sourcing profiles
* Negotiate salary and finalization with candidate
* Creating, maintaining effective & efficient database for resourcing

Handling 8 clients independently, understand requirement from client, making team members to understand the position till close the position with TAT

**QUALIFICATIONS:**

(B.E.) Bachelor of Computer Engineering – Mumbai University-India, 2010

**SKILLS**

* Employee Relations
* Talent Acquisition
* Dispute Resolution
* Performance Management
* Staff Recruitment & Retention
* HR Program
* Orientation & On Boarding
* Organizational Development
* Benefits Administration
* HR Policies & Procedures
* **Others:**
* MS Office, Excel, PowerPoint

**LANGUAGES:**

* Kannada: Mother Tongue
* English: Fluent
* Hindi: Fluent
* Marathi: Fluent

CURRICULUM VITAE 2 -3

Karthik



**Client Interaction & Area of work**



* Understand client requirements for manpower through Client Meetings, Factory Visit, Workshop Visit Company visit
* Was handling Recruitment for clients dealing in :
	+ Engineering & Technical (Labor Class – CNC, VMC , HMC, HYDRALUIC PREES OPERATORS,

FITTER, X- RAY WELDERS, PRODUCTION, QUALITY, WORKSHOP HEAD, PLANT HEAD PURCHASE, TOOL ROOM ENGINEERS)

* Accounting & Finance
* Sales & Marketing
	+ Information Technology
	+ Infrastructure
	+ Media
	+ Education
	+ Manufacturing Co
	+ Oil & Gas
	+ Sheet Metal Fabrication
	+ Process equipment
	+ Precision work
	+ Power
	+ Pharmaceutical
	+ Printing & Packing
	+ Retail Co
	+ Telecom
	+ Plastic Industries
	+ Automation industries
	+ Forging Industries
	+ Chemical Industry
* Review and understand technical job requirements
* Create detailed job descriptions
* Follow up with the clients



**Candidate Relation**

* Interact with the Candidates on monthly basis to build rapport and confidence.
* Handle Candidates queries, grievances and issues.
* Involved in organizing Employee Engagement activities in the form of fun @ work.
* Foster long-term relationships with candidates
* Review applicants to verify if position requirements are met
* Format resumes of candidates meeting client expectations
* Create detailed job descriptions for candidates
* Follow up with the candidates



**Vendor Management**

* Engagement with various Vendor's /Partner's for contracting positions and ensure timely fulfilment within our appropriate margins
* Prioritization of requirements, preparation of action plan and review the action plan with the various business units regularly to ensure smooth execution
* Monitoring Vendor's performance and ensuring timely escalations for hard to find skills / unfilled needs and also resolve routine escalations and conflicts

**CERTIFICATION:**

* Certificate of Participation & Merit, Badminton (2004)
* Certificate of Participation, Cisco Certified Network Associate (2009)
* Certificate of Participation & Merit, Web Application Development in ASP.NET (2010)

**VISA STATUS**:

* On visit visa until 14th October 2019

**PASSPORT NUMBER**:

* K7538801

**REFERENCE**:

* Will be provided upon request

CURRICULUM VITAE 3 -3

Karthik



**Sep. 2010 – Dec. 2012**

**SURVEY PROGRAMMER**

* Designing interactive surveys, involving scripting the survey, customizing and validating the responses using JavaScript and HTML tags. Handle multiple projects independently and deliver error free output, Upload/download of data and cross check of the data for accuracy
* Discuss issues related to questionnaires with clients and suggest solutions for the same, Assign and allocate work to the junior team members, coordinate with them and help them program the surveys
* Preparing reports through Confirmit software.