PROFILE

Seeking creative and challenging position and to develop my skills and to enhance my practical knowledge. To experience the spirit of team work and to work for the growth of the institution. I would contribute my very best with full dedication and sincerity to the assigned job.

CONTACT

Email – amrita-405524@2freemail.com

Location – Al Karama, Dubai

EDUCATION

• BSc: Chemistry SDNB Vaishnav College for Women
Jun 2016 - Apr 2019
76%

• MBA: System management
Madras University
Jul 2022 – Present

LANGUAGES

- English - S, W, R
- Kannada- S
- Hindi -W, R
- Tamil-S, W, R

AMRITA
Human Resource- Recruitment specialist

PROFESSIONAL EXPERIENCE

Dedicated professional eager to create and implement successful strategies to improve organizational efficiency. Adept at utilizing data analysis to provide insights into human resource initiatives. Strong communication and interpersonal skills and committed to pursuing best practices related to employee development and retention.

WORK EXPERIENCE

HR -Senior Process Associate

Tata Consultancy Services, India Jun 2021 - Jun 2023

- Identify and sourcing potential candidates through various channels such as job boards, social media, and networking events.
- Screen resumes and conduct initial phone interviews to assess candidate qualifications and fit for specific roles.
- Collaborate with hiring managers to understand their specific requirements and develop tailored recruitment strategies.
- Build and maintain a strong network of IT professionals for future job opportunities.
- Manage the end-to-end recruitment process, including job postings, interview coordination, and offer negotiations.
- Conduct reference checks and background screenings on selected candidates.
- Stay updated on industry trends and market conditions to effectively attract and retain top IT talent.
- Provide regular updates and feedback to candidates throughout the recruitment process and onboarding.
- Maintain accurate and up-to-date candidate records in the recruitment database.
- Continuously improve recruitment strategies and processes to enhance efficiency and effectiveness.

HR Assistant

First Source solutions, India Sep 2020 - Jun 2021

- Coordinated work activities for HR managers, specialists and recruiting agents.
- Managed other HR staff and oversaw completion of tasks and initiatives.
- Followed programs closely to assess effectiveness and make proactive changes to meet changing demands.
- Conducted company-wide town hall meetings to convey updates. Implemented new performance review procedures that gained support and full compliance from 1500 employees.

Mortgage Underwriter - Analyst

Accenture Service Pvt, Ltd Jul 2019 - Aug 2020

- Compared file submitted to program guidelines thus making sure Loan-to-value, FICO, Debt-to-income, complies with guidelines.
- Performed pre-closing analysis on borrower's employment profile, credit strength, financial documentation and all other information pertinent to the credit decision on each mortgage application.
- Submitted loan applications to AUS and validate findings to ensure internal and investor guidelines (FNMA, FHLMC and FHA) are met.
- Analyzed collateral appraisals to determine value is supported. Reviewed documentation for compliance with internal and regulatory guidelines.

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