**Joshua**

Email: [Joshua.27625@2freemail.com](mailto:Joshua.27625@2freemail.com)

Date of Birth: 05 Jul 1981

Nationality: Indian

Gender: Male

*Seeking an opportunity in Recruitment, HR Operations, Management, and Administration to utilize my skills, and education to contribute towards employer objectives, profitability, and success with a company offering potential for challenge and growth*

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| --- | --- |
| CAREER SNAPSHOT  * An organized and reliable professional with over 9 years of experience in Talent Acquisition Team (COE) for corporate recruitment and resource acquirement * Cross-cultural experience in human resource management, training & development, employee relations and general administration * Experienced in handling full recruitment life cycle from Sourcing, Screening, Interviewing, Negotiating and Follow Up as well as Offer Letter Generation. * Dynamic, proactive, flexible, adaptable multi-cultural environments, dedicated, conscientious and efficient in meeting deadlines * Excel in heading the recruiting team, creating and providing inputs to the recruiting plan and collaborating with management on profile development * Deft in overseeing the management of change and the provision of business focus solutions in a fast moving environment * Strategic HR professional (Coordinator) committed towards growth of staff in organizations in diverse industries with rich experience in talent management, HR operations, headhunting and strategic planning * Excellent track record of establishing program on continuous workforce development including setting priorities for improvement actions, integrating workforce development with process improvement and establishing a culture of excellence | EXPERTISE  * HR Operations * Offer Generations * Team Management * Vendor Management * Staffing / Contracting * Rewards & Recognition * HR Policies & Procedures * Training & Development * Competency Assessment * Career Progression Plan * Performance Management * Compensation & Benefits * Employee Referral Schemes * New Joiniee announcements * Schedules and Candidate Feedback * Employee Relations (Recruitment)  GLOBAL EXPOSURE  * Travelled to Singapore and UAE |

##### Technical Skills

* Java,J2ee
* ASP.Net
* VB. Net
* Oracle DBA
* Oracle Applications
* PeopleSoft
* Network Administrators
* System Administrators
* QA Testing
* Business Analyst
* Oracle ERP
* SAP(All Modules)
* Embedded Technologies
* Data warehousing
* C++
* JD Edwards

##### AVAILABILITY: Ready to relocate at the earliest | Possess no bond with current employer

##### LANGUAGE SKILLS

* Completed “Level 1” of the French Course from L’ALLIANCE FRANCAISES Bangalore
* Fluent in English, Malayalam and Tamil

##### Work EXPERIENCE

**Target HR Nov 2015 – Till Date**

**Lead Consultant TA**

**Modus Information Systems Jun 2015 – Oct 2015**

**Talent Acquisition - Human Resources**

**Dept: Internal – (Talent Acquisition Team)**

* Handled Client Engagement
* Sourced through various channels and Social Networking Sites
* Engaged in Salary Negotiations
* Handled Post Offer Follow ups (POFU)

**Scalene Works People Solutions LLP (Scalene Works) Jul 2013 – Jun 2015**

**Sr. Associate - Recruitments**

**Internal – STAT (Scalene Talent Acquisition Team)**

* Involved in recruiting the consultants, which includes screening of the resumes, assessing candidate’s credentials and qualifications
* Utilized the web recruitment tools (Monster, Naukri, LinkedIn etc.) personal database, head hunting, references and other non-conventional methods of resourcing
* Maintained database records utilizing wizard for all active and inactive candidates, ensuring an accurate pipeline of qualified technical professionals

**Acculogix Software Oct 2010 – Apr 2013**

**Corporate Consultant & Staffing Specialist**

**Dept: GE Global Corporate Team**

* Discussed the open jobs (Backfill or new program) with the HR Manager and prepared the list
* Forwarded the Job description format to him and follow up for the JD
* Posted in GE careers as well as in different job portals
* Shared the JD with the vendors and explained them over call about the requirement
* Screened the profiles with interviewing the candidates and filling a Recruiter Assessment Form
* Scheduled the candidates for all rounds of interview and kept a track of Interview Evaluation sheet
* Helped the candidate for filling the joining form and introducing with team

**Adecco India (A Swiss Based MNC in Bangalore) Jan 2010 – Oct 2010**

**HR – IT Contract Staffing**

* Identified client needs on every requirement with quick response time
* Sourced high-quality candidates through different Job Portals, and the internal database to ensure 100% client satisfaction
* Sourced, screened, filtered resumes, referral checks, interviewing and placing candidates with various clients
* Successfully placed IT Professionals & Consultants with various Client and ensure project completion
* Constant touch base with Consultant’s over phone or e-mail

**Integrated Logistics Pvt. Ltd May 2009 – Dec 2009**

**Sales and Marketing - Business Development**

* The firm is into International Freight Forwarding and Customs Clearance
* Work in close coordination with different International Shipping liners like, APL, ANL, SCI and CMA-CGM etc..,
* Handled Promotional and PR activities
* Managed extensive Field Work
* Responsible for overall logistics & transportation operations
* Communicated with warehouse team to ensure efficient storage of goods, proper stock rotation and movement of goods as well as ensuring safety, environmental compliance and security in the warehouse

**Elgiva Business Solutions (Placement Services) Sep 2007 – Apr 2009**

**HR Recruiter cum Resource Associate**

* Responsible for Head Hunting and sourcing the right candidates through portals and references
* Shortlisted the candidates and schedule the interview
* Met closures given by the company
* Completed lifecycle of Non-IT Recruitment
* Accountable for New Client Acquisition, Co-ordination, Client Servicing and Client Retention
* Maintained new & existing Database
* Conducted Promotional and PR activities
* Conducted training sessions to new in-house candidates

##### EDUCATION

* MBA International Business from Wigan & Leigh College affiliated to the U.K. University - 2005
* BBM in Marketing from CMR Institute affiliated to Bangalore University - 2003

**References Available Upon request**