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| **PROFILE OR oBJECTIVE** |  | “Continuous improvement" sums up my career objective, which is to continuously update my knowledge and competencies, thereby contributing to my organization and assessing myself, constantly ” |
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| **Skills**  |  | **Account Management, College Recruitment, Marketing Communication** **Customer Service & Satisfaction ,High-Impact Presentations ,Negotiation** |  |
| **Experience** |  | Recruitment manager (TALENT Acquisation Group) CSI Software PvT LTD |Bangalore, india| 15/09/2013 – 25/12/2015 | (TENURE 2 years & 3 month)**Responsibilities:*** Handling the complete recruitment Operation.
* Responsible for talent Acquisition
* Recruitment & Selection process through to the on boarding process
* Responsible for HR data analysis such as staff turnover rate, attendance rat so as to manage the team in an effective way
* Training & Development across the organization
* Develop a good working relationship with other departments and all employees.

Recruitment manager Infotech explorer india PvT ltd|Bangalore, india| 03/07/2010 – 20/08/2013 | (TENURE 3 years )**Responsibilities:*** As a Recruitment manager – Handling a team of recruiters
* Responsible to get the requirements from the existing clients and new clients
* Final level of meeting with the VP BD, Directors and Chairman’s of different Companies to finalize on the service delivery modules.
* Interact with functional heads to strategize & create systematic Band vs Designation matrix and mapping with job descriptions & competency.
* Handling and preparing BVR reports

Team Leader HR-One Management Consultant Pvt Ltd | Bangalore, india| 05/03/2008 – 05/06/2010 | (tENURE 2 years 3 month)Responsibilities:* Getting the requirements from the client.
* Handling a team of 4 members
* Search for resumes from databases, head-hunting, portals, references etc.
* Coordinating the interviews with client and candidates.
* Follow up with the clients for the contract sign up’s and the renewal process.
* Develop a good working relationship with other departments and all employees.
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| **Education** |  |  **:** MBA - Karnataka state open university, bangalore, india  : B.A - Tamilnadu state open university, chennai, india |  | * MBA – HR & International Business (Bangalore, India)
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| **Achivements** |  | * Developed a management of attendance policy which has reduced absenteeism levels in the workplace
* Past experience of negotiating and reviewing contracts with external recruitment partners, and streamlining the organizations recruitment strategy
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| **Languages** |  | English, Hindi, Urdu,  |
| **Personal:** |  | Date of Birth  | 20-06-1982  |