**Anula**

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**E-mail :** **anula.383128@2freemail.com**

**Dubai, UAE.**

**Visa Status: On Husband Sponsorship**

* Having**6 years** ofexperience in the field of Recruitment.
* Specialized in sourcing for various job specifications and across levels.
* Post Graduation in Management with specialization in Human Resource Management.
* Good presentation and interpersonal skills.
* Ability to work within extremely tight deadlines.
* Strong networking skills.

Professional Experience

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| **Organization** | **Designation** | **Duration** |
| **Amazon Development Centre India Pvt Ltd** | **Recruiter** | July 2011 to May 2012 |
| **Ikya Human Capital Solutions Pvt. Ltd** | **Sr. Recruitment Consultant- Client Account Manager** | Sep 2009 to June 2011 |
| **Adecco India** | **Sr. Recruitment Consultant** | Oct 2006 to Sep 2009 |

**EXPERIENCE DETAILS:**

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| Organization | **Amazon Development Centre India Pvt. Ltd** |
| **Designation** | **Recruiter-Talent Acquisition (contract to hire)** |
| **Duration** | **July 2011 to May 2012** |

Founded in 1994 and headquartered in Seattle, Washington, Amazon is a [Fortune 100](http://www.amazon.com/gp/redirect.html/ref%3Damb_link_4593462_1/178-0714785-8746713?location=http://money.cnn.com/magazines/fortune/fortune500/2012/full_list/&token=EC4996B9BDA72159EEB266C24C1FFB7CE135FA28&source=standards&pf_rd_m=ATVPDKIKX0DER&pf_rd_s=center-2&pf_rd_r=0XKFJJMCJ83TXRRR9WV6&pf_rd_t=101&pf_rd_p=1510758782&pf_rd_i=239364011) company spread across the world.

With a mission “to be Earth’s most customer-centric company, where customers can find and discover anything they might want to buy online, and endeavors to offer its customers the lowest possible prices,” Amazon.com offer millions of unique new, refurbished, and used items in categories such as books; movies; music & games; digital downloads; electronics & computers; home & garden; toys; kids & baby; grocery; apparel; shoes & jewelry; health & beauty; sports & outdoor; and tools, auto & industrial.

**Responsibilities:**

* Interact with Business Managers and hiring managers to understand the requirement.
* Creating job descriptions and posting the vacancies in Amazons career site.
* Reviewing the profiles from thecareer site, processing the suitable profiles and updating the interview status.
* Strategize and implement recruitment plan with effective sourcing like Social Media, Linked-In,Job Portals, Employee Referrals and Job Posting.
* Interviewing and accessing the candidate's potential and recommending if suitable in terms of technical knowledge, soft skills and cultural fitment
* Updating the recruitment database and providing daily and weekly reports to the management and Business.
* Brief the candidate about Amazon’s robust interview process and Job description.
* Scheduling andorganizing recruitment drives and the interview with interviewer in India and US.
* Conducting HR interview with the shortlisted candidates and during the offer discussion understand the expectation of the candidate and negotiate
* Brief offered candidates about compensation structure of Amazon and all our perks and benefits
* Rolling-out Offer letter keeping in mind the compensation level for that position and duly completing approval formalities
* Follow up with the offered candidates aiming at making them join as soon as possible.
* Complete joining formalities by collecting all the required documents for induction.
* Take care of relocation needs and intact with admin and arrange for travel and accommodation.
* Effectively engaging the recruitment agencies.
* Briefing the agencies about the requirement.
* Screening the profiles soured by the consultant, processing the profile after duplication check.
* Maintaining separatedatabase for agencies to track the profile input and performance.
* Processing the payment request with finance team and issuing cheque.

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| Organization | **Ikya Human Capital Solutions Pvt. Ltd** |
| **Designation** | **Sr. Recruitment Consultant- Client Account Manager -** IT Practices |
| **Duration** | Sep 2009 to June 2011 |
| **Technologies** | Dot Net Technologies, Java Technologies, Testing, Oracle, Data warehousing, Mainframe, Infrastructure, C++ & Unix |
| **Clients Handled and Supported** | Bank of America, Cognizant,Syntel,SSGA, RBS, Target, Obopayetc |

IKYA Human Capital Solutions is a premium integrated HR solutions company, with a focus on Executive Search, Contingency Recruitment, and Learning and Temporary Staffing services.

Headquartered in Bangalore with offices across 15 Cities. People Strength – Around 300 talented professional employees and growing.Over 10,000 associates working across 250 client locations.July 2008: Acquired Avon Management Services, a 2000 employee strong facilities management company offering housekeeping and maintenance Services. Acquired Co-Achieve Solutions Pvt Ltd in Oct 2009.Acquired Magna InfoTech in November 2010, India’s largest IT Staffing Company.

**Responsibilities:**

* As a Client Account Manager, understanding client's manpower requirement on technical grounds, and hiring needs.
* Visiting client companies to discuss future business
* Interact with hiring managers and technical managers to understand requirement needs.
* Updating the recruitment database accordingly and providing daily and weekly reports
* Responsible for revenue generation through assigned client.
* Recruitment for Clients’ requirement(s) as well as Internal requirements.
* Handling recruitment from Middle Management to senior Management
* Responsible to provide 'end-to end recruitment solution' to the clients. Support the clients in recruitment and selection process.
* Interviewing and accessing the candidate's potential and recommending if suitable in terms of technical knowledge, soft skills and cultural fitment.
* Strategize and implement recruitment plan with effective sourcing mix like Mapping, Networking, Job Portals, Referrals and Job Posting.
* Organize interviews and assist in Salary Negotiations.
* Liaison between candidates and client.
* Follow up with the offered candidates aiming at making them join as soon as possible.
* Gained the confidence from the clients by closing exclusive positions with quick Turnaround Time
* Handling a Team of two recruiters
* Preparing weekly reports on the team’s performance and delivery.
* Taking care of team’s budgets which include monitoring weekly line-ups, offers, billings and collections.

**Awards:**

* Have been awarded the **“The All Rounder”** award for Quarter II on Team efficiency.

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| Organization | **ADECCO India** |
| **Designation** | **Sr. Recruitment Consultant-** IT Practices |
| **Duration** | **Oct 2006 to Sep 2009 (3yrs)** |
| **Technologies** | Testing , Dot Net Technologies, Java Technologies, Oracle, Data warehousing, Mainframe and C++ and Unix |
| **Clients Handled and Supported** | Bank of America, Cognizant, EDS, Thomson-Reuters, IBM, HP, Honeywell, Navis, i-Nautix, Tech Mahindra etc |

ADECCO is the world leader in human resource solutions, with a comprehensive service offering that includes temporary & contract staffing, outsourcing, permanent recruitment, outplacement and career services, training and consulting. It is a Forbes Global 500 Company and the worldwide industry leader operating from around 6600 offices in 70 countries with turnover of more than US $22.4 billion.

MNC headquartered in Bangalore is a leading end-to-end HR solutions company with a focus on Executive Search, Recruitment, Learning and Temporary Staffing services to client organizations. With a national presence in 38 branches across India and the Middle East Adecco is the fastest growing HR Company in India.

**Responsibilities:**

* Maintaining a strong rapport with clients and also meeting Recruiters/Hiring Managers to gather requirements.
* Sourcing through Job Portals and Networking for position in all levels of the organizational hierarchy.
* Short-listing the resumes with a prior understanding.
* Responsible for detailed evaluation of candidates against specific requirements.
* Coordinating with the candidates and interviewers and organize interviews and ensuring that interview is conducted according to the schedule and getting the feedback.
* Negotiate & convince the candidates on offer acceptance.
* Follow-up with the finance teams both internally and with the client’s for collections.

**Awards:**

* Have been awarded the **“Achiever’s Club”** award for consecutive two quarters for successfully completing 100% of target set.

**Trainings Attended:**

* Training on Interviewing Skills.
* Training program for Recruitment Analysis

**Other Assignments:**

### [Onsite Consultant-Recruitment](http://www.linkedin.com/search?search=&title=Onsite+Consultant-Recruitment&sortCriteria=R&keepFacets=true&currentTitle=C&goback=%2Econ" \o "Find users with this title) -[Thomson Reuters](http://www.linkedin.com/companies/1400?goback=%2Econ&trk=pro_other_cmpy)

### January 2009 – July 2009 (7 months)

* Interacting with Hiring Managers to understand Job specifications and skills.
* Assigning requirements to the backend team with Turnaround Time
* Pre-Screening the candidates to validate the credential against the job specification and coordinating interviews with the technical panel.
* Responsible for adhering Talent quality hiring i.e. the Efficiency, Turnaround Time (TAT) & Quality of the resumes.
* Maintained recruitment database containing details of candidates and their status.
* Interacting with Backend team on a regular basis for sourcing the profiles and providing periodic feedback to improve their efficiency.

**Management Trainee- National Trust Housing Finance Ltd**

**Jan2006 – Aug 2006**

Trained in handling HR activities such as

* **Manpower Planning** – Identify the requisites of various departments in the organization.
* **Recruitment** – Coordinate the recruitment process and maintain database of the Applicants.
* **Time Office Management** – Maintain Attendance, Leave record, compensatory off adjustments and Annual Attendance abstracts.

Academic Credentials

EDUCATION

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| **Degree** | **University / Institution** | **Year of Passing** |
| MBA | Panimalar College of Engineering/Anna University | 2006 |
| B.Sc. Physics | Guru Nanak College/University of Madras | 2004 |