**CURRICULUM VITAE**

Satyajeet

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**Career Objective:**

Wish to work in a competitive and highly challenging environment where there is an opportunity to share, learn, contribute and upgrade my knowledge. To utilize my potential and capabilities with integrity in the best interest of the organization and deliver world class performance. Strive to work hard to gain in depth knowledge of wing to wing process and exceed expectations.

**Work Experience:**

Senior Taleo Administrator in H.R Operations (I.T) - Sept 2016 till Date

**Key Responsibilities:**

Currently working as I.C role of H.R (I.T Operations) and responsible for the below activities:

* Responsible for Configuring, Administration and Implementing the Oracle Taleo Recruiting.
* Design and develop the configuration for UDFs (User defined fields), offer Fields, Forms and Files related to Requisition and Candidate.
* Design and Develop the configuration for Application Flows, Message Templates, Competencies, General Settings, Recruiting Settings.
* Design and Develop the configuration for Career Section and Source types and agencies.
* Creating User Accounts User Types setup and User Group Management.
* Complete configuration changes and perform thorough quality assurance testing for all changes and upgrades on both staging and production / Training environments.

**Key Initiatives:**

* Attended the Business Reviews and Weekly & Monthly Meetings with Onshore Team & I.T operations Team.
* Maintain the Leave Schedule for the Team.
* Sending the Communication mail across region for any new roll out information.
* New hire Training & Mentoring.

**Key Achievements:**

* Awarded “WOW Call” from the client for June 2005
* Awarded “Exceptional Performer” for June and Dec 2005
* Awarded ”Associate of the Month” for May 2006
* Awarded “Outstanding Performer” consistently for the months Nov 2005 to Jan 2006
* Awarded “Excellent Team Player” for March 2005
* Awarded “Associate of the Quarter” for Apr to June 2005 & Oct to Dec 2005

**Prior Experience:**

Organization : Launch I.T India pvt ltd

Designation : Windows App Tester -2 ( Team Lead)

Duration : OCT 2015 to July 2016

Organization : United Health Group

Designation : Sr.Quality Analyst

Duration : June 2011 – Sept 2015

Organization : Dell International Services

Designation : Resolution Specialist/ Assistant Team Lead

Duration : Jan 2005- June 2011

**Strengths:**

* Personal Effectiveness
* Customer First
* Effectively Manage Change
* Team player
* Team Handling
* Coaching & Feedback

**Educational Qualifications:**

* Graduate (B.com (Computers)) from Allahabad University (2002).

### Personal Information:

Date of Birth : 29thJanuary 1982

Languages known : English, Hindi , Bengali, Telugu

Marital status: : Single