

Objective: To work in a meaningful position that enables me to utilize my knowledge and skills to develop myself and to serve the organization to realize its goal.

Career Summary

- Dynamic and result oriented individual with 4+ years of experience into Technical HR recruitment. Proven track record of increasing employee retention, satisfaction and performance
- Hands on experience with **end to end IT recruitment** , Facilities Management, Client coordination and interactions, employee engagement activities and Travel desk activities.
- **JLPT N5** certified

Education

Masters of Business Administration (MBA HR) *2010-2012*

Graduated from Bharathiar University ,Coimbatore, Tamil Nadu ,India

Bachelor of Science in Computer Technology (BSC CT) *2007-2010*

Graduated from Anna University, Coimbatore, Tamil Nadu, India

Professional Experience

Worked as **Senior executive -Talent acquisition at AFour Technologies** , Pune, Maharashtra – India from August 2016- October 2018

Responsibilities:

- Collaborated and shaped the future of the Engineering department by identifying, attracting and hiring the very best technical candidates available. Partnered with internal hiring managers to drive staffing solutions that met the needs of the business.
- Effectively recruited candidates through Internet research, internal database, cold calling, referrals, networking, job fairs, and other strategies.
- Responsible for checking references, negotiating terms and rates for each project, coordinating the interview process, extending offers, and closing candidates.
- Effectively sourced right talents for the right position and built a good rapport with the candidates with continuous job satisfaction survey measure which in turn reduced attrition rate for the company.
- collaborated with hiring managers to develop effective job descriptions which resulted in 90% offer acceptance rate by hiring through various channels. Reduced time to hire by effective sourcing .
- Obtained visas and prepared travel arrangements for employees/managers traveling within India/ US. organized events for employee engagement activities .

Worked as a **HR Recruiter/Executive** for **Infobrew Global Services**, Coimbatore, Tamil Nadu – India from **May 2012 – February 2014**

Responsibilities:

- Sourcing of candidates through a mix of advertising, social networking and other creative sourcing activities as well as liaising with external recruitment providers where required short listing of CVs & screening of candidate & lined up candidates for interview
- Improved hiring rates by 20% in niche areas through the use of networking.
- Evaluating interviewed candidates and discussing feedback with managers and helping reach mutual conclusions (post recruitment activities). Handled Admin activities like Facilities Management, Policy & Agreement Renewal

Co curricular Activities:

- Worked part time as **Online Content Writer** (Freelance) for IKAV TECHNOLOGIES and CHENNAI FREELANCE : Developed contents for blogs, articles, product descriptions.

Personal Details:

- Date of Birth : 31.05.1990
- *Marital status* : *Married*
- *Languages known* : *English, Hindi , tamil*
- *Foreign Language* : *Japanese (JLPT N5 qualified: basic conversation level)*
- *current location* : *Japan.*