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S.THANGAVELU

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## PROFESSIONAL SUMMARY

- Having 3.3 yrs of experience as a IT Recruiter in Requirements.
- Hands on experience of Various Domain Telecom, Healthcare, Engineering, Logistics, Banking, E-commerce and Automotive.
- Hands on experience of End-to-End IT Requirements.
- Currently I'm Supporting as a Freelancer Recruiter at Dreamwings. Nov 2022 - Present.

## WORK AND EXPERIENCE

**Company** : Robert Bosch(Thirty Party Roll :Xpheno), Coimbatore **Dec 2021 to Nov 2022**

**Job Designation** : IT Recruiter( Contract)

**Job Responsibilities** : Expertise in sourcing and screening of candidates for the respective Requirements.

- Works with Hiring Managers and business unit leaders to define and document hiring forecasts.
- Utilize Applicant Tracking System (ATS) and other program tools.
- Expertise in Vendor Management and stakeholders Management.
- Works within a budget agreed with the Team Manager/Hiring Manager.
- Daily reporting to the operations manager.
- Achieving the monthly targets and quarterly targets.
- Close follow-up with the candidates
- Maintaining the call sheet and interview trackers.
- Coordinating between the Panel and candidates.
- Following up with candidates before and after the interviews and selects. Through calls and emails
- Good experience in Monster and Naukri, LinkedIn and Other Job Portals.
- Building own databases for future requirements.
- Good Interpersonal Relationship.

## WORK AND EXPERIENCE

**Company** : Matrix HR Services, Chennai. **Dec 2019 to Nov 2021**

**Job Designation** : Talent Acquisition - Recruiter

**Job Responsibilities:** Good experience with End to End Recruitment Process.

- Expertise in sourcing and screening of candidates for the respective Recruitment's.
- Daily reporting to the operations manager.
- Achieving the monthly targets and quarterly targets.
- Close follow-up with the candidates.
- Getting references from the candidates.
- Maintaining the call sheet and interview trackers.

- Coordinating between the clients and candidates.
- Following up with candidates before and after the interviews and selects.
- Through calls and emails
- Good experience in Monster and Naukri, LinkedIn and Other Job Portals.
- Building own databases for future requirements.
- Knowledge in \*MS Office, Computer Skills.\*
- Good Interpersonal Relationship.
- Good Experience in \*IT\* \*Recruitment\*.

## PROJECT DETAILS

**PG (Mini Project)** : “Secure data Transmission using visual cryptography”.

**PG (Industrial Project)** : “Towards privacy preserving access control in Cloud”.

## AREAS OF INTEREST

- MS-EXCEL
- MS SQL-SERVER 2008

## SOFTWARE SKILLS

<b>Web Technology</b>	:	HTML, JAVA SCRIPT
<b>Database</b>	:	MS-EXCEL, MS SQL-SERVER 2008
<b>Operating System</b>	:	WINDOWS XP, WINDOWS 7
<b>Packages</b>	:	MS-OFFICE, ADOBE PHOTOSHOP CS2

## INPLANT TRAINING

- Attended training in **Hardware and Networking** on IFC INFOTECH, Bhavani (2011).
- Attended training in **Fundamentals of Telecommunications** on BSNL, Salem (2013)

## PERSONAL SKILLS

- Willing to Learn and Adapt to new Opportunities and Challenges.

## EXTRA CURRICULAR ACTIVITIES

- Presented paper on “4G wireless Networks” in Department of MCA at K.S.Rangasamy College of Technology.
- Won 2<sup>nd</sup> prize on “*paper presentation*” A National level Technical symposium **i-Feast** on 1<sup>st</sup> October 2011 in K.S.Rangasamy College of Technology, Tiruchengode.
- Participated in “National Service Scheme” in U.G.
- Attended National Level Seminar on “Wireless sensor networks for the surveillance of Nuclear radiation “at the Year of 2013.

## ACADEMIC PROFILE

- **Master of Computer Applications (MCA)** with aggregate of 7.07(**CGPA**) from K.S.Rangasamy College of Technology, Namakkal in (2015).
- **B.Sc(Computer Science)** with aggregate of (58.5%) from Anbu Arts and Science College, Namakkal in (2012).
- HSC with aggregate of from V.V.Hr.Sec School,Erode in (2009).
- SSLC with aggregate of from V.V.Hr.Sec School, Erode in (2007).

## PERSONAL DETAILS

Name	:	S.Thangavelu
Age	:	29
Father Name	:	S.Sadaiyappan
Date of Birth	:	05.06.1992
Nationality	:	Indian
Languages known	:	Tamil, English
Hobbies	:	Playing Cricket and Hearing songs

## DECLARATION

**I hereby declare that the information furnished above is true to the best of my knowledge.**

Place: Chennai

Date:

[S.THANGAVELU]