

RESUME

JYANA.A

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Career Objective:

To work with an organization that gives me an opportunity to integrate all my skills and apply them and to work with vibrating enthusiasm leading towards the achievement of the goal of the organization.

EDUCATIONAL QUALIFICATION:

<u>COURSE</u>	<u>INSTITUTIONS</u>	<u>UNIVERSITY/BOARD</u>	<u>YEAR OF PASSING</u>	<u>PERCENTAGE</u>
<u>MBA BANKING AND FINANCING [CORRESPONDENT]</u>	<u>Alagappa University</u>	<u>Alagappa University</u>	<u>2019-2021</u>	<u>80%</u>
<u>BA CORPORATE ECONOMICS</u>	<u>Women's Christian college</u>	<u>University of madras</u>	<u>2016</u>	<u>70%</u>
<u>HSC</u>	<u>Church Park-St Ursula's Anglo Indian higher secondary school.</u>	<u>State board</u>	<u>2013</u>	<u>70%</u>
<u>SSLC</u>	<u>Church Park-St Ursula's Anglo Indian higher secondary school.</u>	<u>State board</u>	<u>2011</u>	<u>75%</u>

ADDITIONAL QUALIFICATION:

- Diploma in Office Automation (DOAC)
- Tally ERP 9 with GST

CERTIFICATION:

- Active Member of Rotaract club.
- Attended many outreach programs in some villages of Tamilnadan.
- Attended a certificate program on organizational and strategic

management.

- Got a Guinness world record certificate for participating in 'MY FLAG MY INDIA'
- Worked as a freelancer in the Event management company.

STRENGTH:

- * GOOD COMMUNICATION SKILL.
- * TEAM BUILDING SKILLS.
- * PROBLEM SOLVING SKILLS.
- * FAST LEARNING AND WORK EFFICIENT.
- * GOOD LEADERSHIP QUALITY.

WORKING EXPERIENCE:

- COMPANY NAME: **ACCENTURE PVT LTD., - CHENNAI.**
- DESIGNATION: **TRANSACTION PROCESS ASSOCIATE (DATA ANALYST)**
- EXPERIENCE: **NOV-18-2016 TO JUNE-21-2018.**

ACCENTURE: (TRANSACTION PROCESSOR ASSOCIATE):

HEALTHCARE ROLES AND RESPONSIBILITIES:

- THE PRIMARY ROLE IS TO FOLLOW UP ON BILLED CLAIMS AND EXPEDITE THE PAYMENT.
- CHECKING IMAGE ADJUDICATION PATH AND AUTHORIZED PAYMENT OF VALID CLAIMS.
- CHECKING CLAIMS WHETHER IT IS A PROFESSIONAL OR HOSPITAL CLAIM.
- VERIFYING THE TYPE OF CLAIMS WHETHER IT IS PAPER CLAIM OR ELECTRONIC CLAIM.
- TAKES NECESSARY CORRECTIVE ACTION AND ROUTES TO THE APPROPRIATE DEPARTMENT

INTERESTS:

1. PASSIONATE ABOUT EVENTS AND TRAVELLING
2. PARTICIPATING IN SOCIAL ACTIVITIES
3. INTERNET SUFFERING ACTIVITIES:

ACTIVITIES:

- * DRAWING AND PAINTING.
- * TRYING NEW THINGS AND PLAYING SHUTTLE.
- * GARDENING.
- * DRAWING AND PAINTING.

Profile Summary:

- Having total 6 months of experience in HR Recruiter, have good experience in Information Technology Recruitment, BPO and Health care recruitment.
- Working in International voice and domestic voice as well as Inhouse recruitment.
- Having good hands-on experience in End-to-End IT and Non-IT Recruitment such as requirement gathering, sourcing, screening, conducting Face to Face interviews for inhouse, coordinating online interviews, tracking profiles using ATS, upload the profiles in ATS recruit and updating the status, Onboarding, Follow-up with the clients for payment and other queries.
- Good working experience in Permanent & contract roles on Time & material management (T&M).
- **Currently looking forward to apply for roles such as senior HR Recruiter / HR Generalist role.**

Work Experience:

- Worked as an IT and Non-IT Senior HR Recruiter in Boston Business Solutions (BBS CORP) Chennai, Tamil Nadu from March 2023 - Present

Roles and Responsibilities:

- Worked as a Senior HR Recruiter (IT and Non-IT Domain) which is worked on Domestic IT Recruitment and Healthcare recruitment. Worked for the both IT and Non-IT Clients.
- Working on T&M and Onetime Hire for Permanent and Contract Positions.
- Having good hands-on experience in End-to-End Recruitment. From requirement gathering till the consultants receive their payments.
- Worked for Client requirements – India (90%) and Inhouse requirements (10%).
- Once the kick off done with Manager, will work on the JD and understand that requirement.
- Co-ordinating and handling the 3 IT Clients and 1 Healthcare clients directly.
- Sourcing through various job portals such as LinkedIn, indeed, Naukri, Facebook, Telegram, Hireact, Apna, WhatsApp group and Referrals. Use Boolean search with relevant keywords to find the right candidate.
- Worked on Requirements for the all-IT technologies and Healthcare domains like (AR Caller, Medical Coder etc.,)
- Used LinkedIn and Naukri as a Primary source for Sourcing the profiles.
- The Screening has to be done over a telephonic call and shortlist the candidates who matches the requirement and coordinate the interviews for shortlisted candidates.
- Once the profile is matched with the requirement will conduct the initial screening Interview to the Candidates and then will share the profile to the Client side with the candidate tracker and Profile. The profile will be converted to BBS CORP Template.
- Coordinate the Virtual interviews for Client requirements and Face to face interviews for the inhouse requirements.
- On daily basis will update the candidate details in tracker.
- Responsible for documents collection from the selected candidates and taking care of onboarding process.
- Responsible for follow-up with the manager to ensure the intent letter has been shared to candidates.
- Used ATS recruit as Applicant Tracking system. Upload the Processed profiles in it and associate with the Job openings to maintain proper track of candidates.
- Continuous follow ups with the clients for Interviews, Onboarding, Timesheets, Invoices, Monthly payments etc.
- Building good relationship with clients.
- Responsible for giving heads-up to manager for scheduled interviews on a daily basis and with fellow teammates.
- Follow-up with the teammates to collect the monthly timesheets and share those reports to

- the manager on a monthly basis.
- Collect the daily work updates from the teammates and share it with the manager.
- Had trained the juniors.

Worked on below Requirements:

- ❖ **Opensource technologies:** BPO, Angular Developer, Java Full stack Developer, Java Frontend Developer, Java Backend Developer, G, Customer support, Tele caller, Tele sales, Team Lead, Admission counsellor.
- ❖ **Salesforce:** Salesforce developer, Salesforce admin.
- ❖ **Healthcare requirements:** AR Caller, ARE Caller, Senior AR Caller, Medical Coding's.
- ❖ **Other Requirements:** HRBP (Senior Executive, Lead, Assistant Manager), Inhouse HR, Domestic Voice and Non-Voice.

Skills:

Information Technology Recruiter · End to End BPO & IT Recruitment · Technical Recruiting · Human Resources (HR) · IT Recruitment · Talent Acquisition Specialist · Sourcing · Screening · Co-ordinating & Conducting Interviews · Salary Negotiation · Onboarding · ATS Application Tracking System · Collecting Invoice · Candidate follow-ups.

Personal Information:

Name	–	Jiyana .A
Date of birth	–	12-11-1994
Father's name	-	Annadurai. R
Gender	–	Female
Marital status	–	Unmarried
Nationality	–	Indian
Languages known	–	English, Tamil,
Religion	-	Hindu

Permanent Address:

NO M3/28 TNHB QUARTER'S
Baracca Road, Kilpauk
Chennai- 600012.

Declaration:

I hereby declare that the details furnished above are authentic.

Jiyana.A

SIGNATURE