

Carrier Objective

Seeking a challenging position in a reputed organization where i can learn new skills,expand my knowledge, and leverage my learning.

Profile Summary

- Currently working as a Full cycle recruiter, sourcing, screening, interviewing, presenting.
- 2+ years of experience in HR Recruiting.
- Ability to effectively hire the bulk hiring based on the company needs.
- Ability to effectively manage requisitions and consistently meet performance metrics and goals.
- Creatively sourcing diverse, high-caliber candidates by maximizing internet resources, cold calling, social media, referrals, and networking.
- Managing the presentation, selection, offer, negotiation, closing, and administrative components involved in full lifecycle recruiting.
- Providing consultative advice to the candidates regarding hiring, selection, training, compliance and safety.
- Interfacing with the hiring manager and the supervisors, leading intake meetings, collaborating/communicating consistently to obtain feedback and ensure satisfaction with candidates, and effectively expediting process flow.
- Conducting the Meetings and presentations for the candidates

Professional Experience

Focus Edumatics pvt ltd, Coimbatore.

Working as a HR Recruiter (October 2022 - Present)

Roles & Responsibility

- Shortlist the relevant profiles based on the job description.
- Ability to effectively hire the bulk candidates for the online Tutor (US client).
- Identifying prospective candidates through personal references, networking and portals.
- First level filtering of candidates through telephonic interviews
- Understanding and briefing the company profile, JD's Roles and Responsibilities to the candidates.
- Conduct the meetings and assign the work for the Recruiting Assts.
- Working with organizations to develop a recruitment plan and executing it efficiently.
- Schedules interviews through virtual and direct walk in

- Selected candidates will move to On boarding process.
- Follow-up,interacting with candidates and the managers till the candidate date of joining.

Royal Educational Institutions, Coimbatore.

Worked as a HR Recruiter (April 2020 - September 2022)

Roles & Responsibility

- Screen the incoming Resumes, CV's and Job Application Forms
- Shortlist the relevant profiles based on the job description
- First level filtering of candidates through telephonic interviews
- Submission of short listed profiles to the management
- Send the job offer emails and handled the queries about the benefits of the institution.
- Collaborate with the management to identify future hiring needs.

Royal Industrial Training Institute, Coimbatore.

Worked as a Lecturer (March 2019 - April 2020)

Roles & Responsibility

- Used diverse teaching methods, including lectures, presentations and class activities to deliver curriculum.
- Planned and developed course curriculums based on government guidelines, trends, and head of department inputs.
- Held regular student meetings to communicate strengths, weaknesses and area for learning development.
- Collaborated with academic colleagues to develop new courses, incorporate curriculum changes and develop accordingly.
- Supervised student dissertations and projects, field trips and placements to gain insight into workplace and impart job experience.

Academic Records

- Bachelor of Engineering B.E [Electronics and Communication Engg.] from Karpagam University with 85 %
- Diploma in [Electronics and Communication Engg] from Sree Narayana Guru Polytechnic College with 89 %

Skills

Technical Skills : Staffing, Recruiting, Employee Coaching, Interviewing, Sourcing

Languages : Telugu(Fluent), Tamil(Native), English(Conversational)

Declaration

Hereby, I am declaring the details furnished above are true as per my knowledge and belief.

RAGHAVI. A