

Shafana Banu

IT recruiter

Srirangam, Tiruchirappalli, Tamil Nadu
safanabanui084_u8p@indeedemail.com
+91 90255 06298

Willing to relocate: Anywhere

Work Experience

Senior Recruiter

Krishpar Technologies Pvt.Ltd - Chennai, Tamil Nadu
April 2023 to July 2023

Understanding the client's requirement and sourcing, screening profiles from various sources that suits the client's requirements. Sourcing / data mining from various Job Portals viz. Naukri, LinkedIn, Monster, Apna, Hirist, Job Hai, Work India. Screening application by conducting the preliminary telephonic interview as well as Personal interaction with the candidate to understand their skill sets and area of interest. Scheduling the interviews for the short-listed Candidates. Responsible for hiring candidates for all levels Entry-Junior-Mid-Senior Management and Manpower planning. Sending Interview Call Letter and make sure that the Candidates attend the interview. Taking the feedback from the Candidate regarding the Interview. Coordinating interviews with Line Managers, Salary negotiations, and Reference checks and joining formalities and Follow up until the candidate gets on board and closures have been made. Maintaining database of candidate called, rejected and offered for future requirement. Maintaining resume databank for weekly, monthly backup. Efficient in using various resources to find and screen potential candidates in terms of their qualifications and work experience. Able to quickly adapt to new environments/strategies, and open to new and challenging opportunities.

IT Recruiter

PEARL CONSULTING - Chennai, Tamil Nadu
October 2022 to April 2023

Understanding the client's requirement and sourcing, screening profiles from various sources that suits the client's requirements. Sourcing / data mining from various Job Portals viz. Naukri, LinkedIn, Monster, Apna, Hirist, Job Hai, Work India. Screening application by conducting the preliminary telephonic interview as well as Personal interaction with the candidate to understand their skill sets and area of interest. Scheduling the interviews for the short-listed Candidates. Responsible for hiring candidates for all levels Entry-Junior-Mid-Senior Management and Manpower planning. Sending Interview Call Letter and make sure that the Candidates attend the interview. Taking the feedback from the Candidate regarding the Interview. Coordinating interviews with Line Managers, Salary negotiations, and Reference checks and joining formalities and Follow up until the candidate gets on board and closures have been made. Maintaining database of candidate called, rejected and offered for future requirement. Maintaining resume databank for weekly, monthly backup. Efficient in using various resources to find and screen potential candidates in terms of their qualifications and work experience. Able to quickly adapt to new environments/strategies, and open to new and challenging opportunities.

Research Associate

Ramsol Pvt Ltd - Chennai, Tamil Nadu

January 2022 to August 2022

Responsible for full cycle search.

Research planning and implementing new programs and protocols in our company.

Sourcing for executive search.

HR Recruiter

Live Connections - Tiruchchirappalli, Tamil Nadu

January 2021 to January 2022

Understanding the client's requirement and sourcing, screening profiles from various sources that suits the client's requirements. Sourcing / data mining from various Job Portals viz. Naukri, LinkedIn, Monster, Apna, Hrist, Job Hai, Work India. Screening application by conducting the preliminary telephonic interview as well as Personal interaction with the candidate to understand their skill sets and area of interest. Scheduling the interviews for the short-listed Candidates. Responsible for hiring candidates for all levels Entry-Junior-Mid-Senior Management and Manpower planning. Sending Interview Call Letter and make sure that the Candidates attend the interview. Taking the feedback from the Candidate regarding the Interview. Coordinating interviews with Line Managers, Salary negotiations, and Reference checks and joining formalities and Follow up until the candidate gets on board and closures have been made. Maintaining database of candidate called, rejected and offered for future requirement. Maintaining resume databank for weekly, monthly backup. Efficient in using various resources to find and screen potential candidates in terms of their qualifications and work experience. Able to quickly adapt to new environments/strategies, and open to new and challenging opportunities.

Education

Master's degree in MBA

Care business school - Tiruchchirappalli, Tamil Nadu

October 2019 to October 2021

Bachelor's degree in Bsc biotechnology

Bishop Heber college - Tiruchchirappalli, Tamil Nadu

March 2016 to June 2019

12th Pass

AKKV aarunadu mat hr sec school - Tiruchchirappalli, Tamil Nadu

January 2015 to June 2016

Languages

- English - Expert
- Tamil - Native
- Hindi - Fluent

Awards / Achievements

Best recruiter

January 2021

Handling both IT and Non IT recruitment and employee grievances at the same time Received.
Best Recruiter of the year Award.

Certifications and Licenses

Unraveling the biometabolites with bioactivity

February 2019 to February 2019

Achieve a best oral poster in unraveling the biometabolites with bioactivity poster presentation award.

Clinical cardiology

February 2019 to February 2019

Participated in balakrishna memorial cme programme in Joseph college.

Entrepreneurship certification program

June 2020 to June 2020

Successfully completed the 1st level of entrepreneurship certification program in Level 1

Additional Information

1. Date of Birth: 08.06.1999
2. Blood Group: B+ve
3. Nationality: Indian
4. Religion: Muslim
5. Residential address: Trichy