

DEVI.R

IT Recruiter

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📍 Vellore



SUMMARY

I have overall 3.8 years of Experience and relevant of 2.8 years into IT Recruitment.
Having sound experience into Sourcing, Screening, Onboarding and End to End Recruitment.
Collaborated with hiring managers to understand staffing needs and develop recruitment strategies.
Utilized various sourcing techniques, including job boards, social media, and networking events, to attract top talent.
Utilized ATS to manage candidate pipelines and track recruitment metrics.

EXPERIENCE

Recruiter Executive

[Rumztech Solutions Private Limited](#)

📅 04/2022 - Till Date 📍 Bangalore

Proven 2 years of Experience as a IT/NON IT Recruiter

- Increased candidate placements by 20% through targeted sourcing and screening methods.
Managed a portfolio of 50 IT roles, coordinating interviews and negotiating offers.
Achieved a 30% reduction in time-to-fill for open positions by optimizing recruitment processes. Handled end-to-end recruitment for 100 IT professionals, resulting in successful onboarding.
Screened 500 resumes monthly, maintaining a 90% candidate response rate by providing timely feedback.
Streamlined recruitment operations by implementing an applicant tracking system, reducing time spent on administrative tasks by 40%.

IT Recruiter

[Tess Global Solutions Private Limited](#)

📅 10/2021 - 03/2023 📍 Bangalore

Worked as a IT Recruiter

- Proven experience as a IT Recruiter and involved in Sourcing and Pre - screening as well as End to End Recruitment.
Connected with Hiring managers for Daily Task Activities.
Maintained a Proper record of Onboarding candidates,

Medical Billing

[Exdion](#)

📅 09/2020 - 09/2021 📍 Vellore

US Medical Biller

- To Ensure that all the patients information is accurate and complete and request any missing patient information,
To confirm patient benefits and insurance eligibility.
To Update Billing software rate changes.

EDUCATION

MBA - HRM

[Alagappa University](#)

📅 2022 - 2024

Bachelor of Arts - English Literature

[Auxilium College of Arts and Science](#)

📅 2017 - 2020

ACHIEVEMENTS



Best Employee of the Month in July 2023

Why are you proud of this achievement?

STRENGTHS



Adaptability

Quickly adjust to new environments and tasks in a fast-paced recruitment industry.



Collaboration

Working effectively with hiring managers to develop successful recruitment strategies and meet staffing needs.



Sourcing Expertise

Skilled in utilizing various techniques like job boards, social media, and networking events to attract top talent.



ATS Management

Proficient in managing candidate pipelines and tracking recruitment metrics using Applicant Tracking System.

PASSIONS



Passion Towards HR Department

SKILLS

Recruitment

Candidate Sourcing

Application Tracking System

Onboarding and Orientation

Communication and Interpersonal skills

Interviewing and Assessment

LANGUAGES

English

Proficient

Tamil

Native