DHARUNIKKA S

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Career objective:

To represent me as a substantial leader to showcase my skills with deep level technical knowledge, creating a productive environment which acts for the solutions,improvising everyday takes and creating benefits for the organization.

Work Experience:

❖ **Mazenet Solution,Coimbatore - Talent Acquisition Associate (Jan – 2023 – Present)**

Skill Set:

- Technical Recruitment
- Sourcing & Screening
- Boolean Search/Site Search/X-Ray Search
- Candidate Evaluation
- Technical Knowledge
- Niche Talent Acquisition
- Industry Awareness
- Relationship Building
- Excellent Communication
- Negotiation & Consultation
- Applicant Tracking Systems (ATS)
- Employer Branding
- Adaptability & Resilience

Roles & Responsibilities:

➢ Manage the end-to-end recruitment process, from sourcing and resume screening to conducting interviews and closing positions.

➢ Understand job requirements and source candidates through job portals, databases, and referrals.

➢ Screen and shortlist candidates based on job profiles and desired qualifications.

➢ Demonstrate high precision in hiring candidates for full-time opportunities.

➢ Conduct initial telephonic interviews to assess candidate interest, communication skills, and technical abilities.

- Conduct interviews to recruit prospective employees, utilizing referrals for current or future openings.
- Assess candidate fitness in terms of salary expectations, notice period, and other necessary requirements.
- Schedule interviews between shortlisted candidates and clients.
- Ensure a seamless supply of quality profiles for all vacancies.
- Coordinate with candidates/Trainers throughout the recruitment process until they join the company.
- Handle both contract staffing and permanent staffing requirements.
- Collaborate with technical panels and team leads to clarify requirements.
- Create and manage a comprehensive database of candidate details.
- Establish and maintain positive relationships with candidates.
- Manage job postings, mass mailings, screening, shortlisting, selection, tracker maintenance, and other recruitment tasks.
- Proficient in using ATS platforms to track and manage candidate pipelines, maintain documentation, and generate recruitment reports and metrics.

❖ **NOUS Infosystems, Coimbatore - Software Engineer**
   (fromSeptember- 2021 to September -2022)

Skill Set:

- vb.net
- ASP.net
- c#
- mysql
- oracle
- Crystal reports.

Roles & Responsibilities:
- Participate in the design, development, and testing of software applications, modules, and components under the guidance of senior engineers.
- Assist in gathering and analyzing user requirements to understand the scope of the software project and contribute to the creation of functional specifications.

- ➤ Document the software development process, including code comments, technical specifications, and user guides to ensure clear understanding and maintainability of the codebase.
- ➤ Participate in code reviews to identify areas for improvement, ensure adherence to coding standards, and enhance code quality.
- ➤ Maintained and designed application codes.
- ➤ Bug fixing and troubleshoot the issues.
- ➤ Actively participate in team discussions, retrospectives, and knowledge sharing sessions to contribute to the continuous improvement of software development processes and methodologies.

Certification:

- ➤ Certification in **"C programming"** and **"C++ programming"** in **"Bharathidasan University"** – Institute for entrepreneurship and career development.
- ➤ Certification of internship in **Accent techno soft, Coimbatore** in the topic of **Python with data science.**
- ➤ Certification for Completing **Human Resource Management** Course , **Front End Development -CSS** , **Python for data Science , OOPs in Java** in Great Learning.

Other Technical Knowledge:

- • Acquired a knowledge of Programming languages like **"C ,C++ ,Vb.net ,ASP.net , c# ,MySQL ,Oracle ,PYTHON and JAVA (Basics)"** withproper methods and techniques.
- • Learnt **"HTML and php"** with good knowledge.
- • Acquired skill in Microsoft tools like **Excel, Word, PowerPoint.**
- • Expertise in working with **Crystal reports.**
- • Expertise in Working with tools for **Finding Contact Details in linkedin or other website.**

Training Attended:

- • Attended National level technical symposium in **"IOT"** (internet of things), **"Research trends in computing technology"** .

Honours:

- Got certification in **"Zonal Level Hand Ball"** competition, **"District Level Long Jumper"** and got medals in **"Athletics".**

- Passed all Hindi exams conducted by **"Dakshina Bharat Hindi Prachar Sabha"** andgraduated as **"Hindi Pandit".**

- Certified all grades in **"Vani Vikash Hindi spoken exam"** ("**Shabari Siksha Sansthan"**).

Hobbies:

- Playing sports like shuttle and handball
- Curiosity in exploring new places
- Network marketing
- Listening and singing Multilanguage songs

Personal Profile:

Father's Name   **:**   K.S.Shiva Kumaran

Date of Birth   **:**   22/12/2001

Gender   **:**   Female

Nationality   **:**   Indian

Permanent Address   **:**   No.17, Thirumalai Nagar, Near Chavara Vidya Bhavan

School, Coimbatore-641046

Languages Known   **:**   Tamil (RWS), English (RWS), Hindi (RW).

Declaration:

I am so glad to share my learnt skills and knowledge that are mastered with proper guidance and I humbly acknowledge that all information provided is genuine and certified according to my fair knowledge.

Place: Coimbatore.   (Dharunikka S)