

# Sahaya J

Tiruchchirappalli, Tamil Nadu 600001

[sereena23012001kirid\\_xxo@indeedemail.com](mailto:sereena23012001kirid_xxo@indeedemail.com)

+91 95973 25932

- I have around 2 years of sourcing and recruiting experience. My career has been focused on hiring technical professionals.
- I have experience as a Full Life Cycle recruiter.
- Cycle Recruitment like sourcing, identifying, telephonic interviews, screening, qualifying, and negotiating rates, internet searches, performed reference checks, identified opportunities and candidate-selection.
- Developed relationship with candidates to understand their skills and cultural match to a position.
- Edit and reformat resumes as necessary, adding relevant keywords increasing candidates match with client positions.
- I have Extensive experience in handling US Citizens, Green Card Holders, H1B, and EAD as well as working with consultants working on Full-time, W2 and C2C status.
- I have experience with ATS(CEIPAL)

## Work Experience

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### **Talent Acquisition Specialist**

V R Della Infotech INC

March 2023 to Present

#### Responsibilities:

- Direct Client Recruiter - Our Major clients are PPL, Haward, ISI, UMG, and state clients, etc.
- Handled Technical and Non-technical recruitment from Entry- Mid- Senior- lead and principal.
- Level Closely working with an account manager and On-site client directors.
- Sourcing the talent pools across the job boards. Like., Dice, Career Builder, Monster, Tech Fetch, and LinkedIn.
- Maintaining the individual submission and candidate pipeline tracker and good handling the Full time recruitments for our direct client recruitments.
- Directly submit the profiles to onsite client directors once the internal validations are submitted and continuously follow the submission to get the interview slots. Coordinate with the candidate and confirm to join the interview panel.
- Once done with the interview follow up with the client director to get the update and offer to the candidate if they are selected.
- Hands-on experience in working with Networking, IT, and NON-IT requirements.
- Well-versed and hands-on experience in working with USC and GC candidates for our Full-time/ W2 requirements.
- Having a good hand in picking the right talented people for our requirements in TAT. (Turnaround time).

### **US IT Recruiter**

VDart Technologies Pvt Ltd

July 2021 to March 2023

#### Responsibilities:

- Developing strategies to close key hires for in- demand positions such as Java development and Project Managers.
- Screening and qualifying applicants in preparation for candidate profile submission and hiring manager approval.
- Managed Candidates seamlessly through the recruiting process.
- Prescreen candidates with detailed phone screens, evaluating candidates compatibility with specific job requirements, ensuring a right fit prior to submission to client. Track candidates activities(i.e, phone calls and emails).
- Developed relationship with candidates to understand their skills and cultural match to a position.
- Edit and reformat resumes as necessary, adding relevant keywords increasing candidates match with client positions.
- Interview, pre-qualify, negotiate offers and close hires.
- Maintained recruiting reports and provide regular updates to hiring managers on recruiting status of each postion.

## Education

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### **Bachelor of Computer Application in Computer Application**

Holy Cross College

2018 to 2021

### **HSC**

Holy Cross Girls Higher Secondary School

2017 to 2018

### **SSLC**

Philomina's Girls Higher Secondary School

2015 to 2016

## Skills / IT Skills

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- Talent acquisition
- Sourcing
- Recruiting
- Negotiation
- Technical recruiting

## Online Profile

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<https://www.linkedin.com/in/sahaya-sereena-681965218>