

## **RESUME**

Vivek .S

9786722062

[Vivek.san77@gmail.com](mailto:Vivek.san77@gmail.com)

76, Star Nagar, Airport, Trichy-7

### **Objective:**

Highly skilled and results-driven US IT Recruiter with expertise in recruiting both IT and Non-IT positions. Proven track record of successful placements and a strong commitment to candidate on boarding excellence, administrative quality, and comprehensive knowledge of US visa types. Leveraging extensive experience to optimize recruitment processes and deliver exceptional service to clients and candidates alike.

### **Education:**

Bachelor's Degree- Public Admin in Alagappauniversity, Karaikudi -2021

DEEE- Pavendhar Bharathidasan, Trichy - 2013

### **Skills:**

**Full cycle recruitment:** Proficient in sourcing, screening, interviewing, and negotiating offers for both IT and Non-IT positions across various industries.

**Candidate On boarding:** Demonstrated expertise in designing and executing effective on boarding programs, ensuring successful integration of new hires into the organization.

**Administrative Quality:** Detail oriented approach to administrative tasks, ensuring accuracy, thoroughness, and compliance with established processes.

**Communication:** Excellent interpersonal and communication skills, facilitating effective collaboration with hiring managers, and candidates

**Successful Placements:** Proven track record of successfully placing candidates in both IT and Non-IT roles, meeting client needs and exceeding expectations.

### **Experience:**

**Govt Apprentice,  
Rane brake lining Pvt. Ltd, Trichy**

- Operated [specific types of machinery] according to established procedures and safety guidelines
- Monitored machine performance and made adjustments as necessary to ensure optimal production
- Conducted quality inspections of finished products to ensure they met specifications
- Maintained cleanliness and organization of work area
- Communicated with team members and supervisors to coordinate workflow and troubleshoot any issues

**GIS Analyst / Junior Engineer,  
Hemminger, Trichy - May-2015 to Novemeber-2017  
GIS Analyst / Process Associate,  
Capgemini, Trichy - April 2019 to October- 2019 (Lay off)**

- Conducted rigorous quality assurance checks on GIS data to ensure accuracy and reliability for gas, water, and electric infrastructure projects, as well as home roofing assessments.
- Developed and implemented quality control procedures to maintain the highest standards in GIS data collection, processing, and analysis.

- Produced high quality thematic maps, reports, and presentations to effectively communicate spatial analysis findings to clients and stakeholders.
- Collaborated closely with clients to understand their requirements and deliver tailored GIS solutions that met or exceeded their expectations.
- Led efforts to continuously improve data quality and workflow efficiency through the adoption of best practices and innovative technologies.
- Provided ongoing training and support to internal teams and external clients to promote the use of GIS tools and methodologies for informed decision making.
- Assisted in implementing quality control measures for GIS data collection and processing workflows.
- Participated in fieldwork activities to verify data accuracy and assess the quality of spatial datasets.
- Contributed to the development of standardized procedures for data validation and error correction.
- Supported senior analysts in refining cartographic designs and map layouts to enhance data visualization and interpretation.

#### **US IT Recruiter**

**247 Hire Trichy - March - 2021 to May 2023 (Lay off)**

**247 Hire Trichy - February - 2024 - Present**

- Conducted end to end recruitment activities for both IT and Non IT positions, including candidate sourcing, resume screening, conducting interviews, and negotiating job offers.
- Led the candidate on-boarding process for all placements, ensuring seamless integration and providing ongoing support to new hires.
- Utilized advanced applicant tracking systems (ATS) to manage candidate pipelines, track recruitment metrics, and generate reports for management review.
- Acted as a subject matter expert on US visa types and immigration regulations, advising candidates and hiring managers on visa options, requirements, and timelines.
- Maintained meticulous records of recruitment activities, ensuring data accuracy and compliance with privacy regulations.
- Developed and maintained strong relationships with clients, candidates, and internal stakeholders, delivering exceptional service and achieving successful placements.
- Coordinated recruitment activities for both IT and Non IT positions, supporting hiring managers throughout the recruitment process.
- Assisted in the development and implementation of recruitment strategies to attract top talent in diverse fields.
- Supported the candidate on boarding process for all successful placements, ensuring all required paperwork and documentation were completed accurately and on time.
- Collaborated with cross functional teams to streamline recruitment processes and improve overall efficiency.

I am eager to bring my skills and dedication to a new opportunity, where I can contribute to the success of the organization while continuing to grow and develop in my role. Thank you for considering my application. I look forward to the possibility of discussing how my experience aligns with your needs.

**Thanks and regards,**

**Vivek S**

