

## IMRAN RAJA

Plot No 3a, Officers Town, Anaiyur

Madurai-625017, Tamil Nadu, India

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### Professional Summary

Goal-oriented recruiting professional motivated to achieve demanding targets under tight deadlines, Proficient in developing and overseeing diverse candidate pipelines, marketing plans and advertising strategies.

### Skills

- Technical Recruiting
- Screening IT Recruitment
- Sourcing
- Recruiting
- Screening Resumes
- Contract Recruitment
- Benefits Negotiation
- Interviewing
- Human Resources (HR)
- Human Resources Information Software( Payroll and HR, Workday)
- Proficient with Microsoft and Google Product
- Talent Acquisition Software(Zoho Recruit)
- Enterprise resource planning (ERP).
- Proficiency in Accounting Software,
- Ability to Prepare Financial Statements,
- Created and formatted simple office budget spreadsheets on Microsoft Excel.
- Ability to Analyze Data.
- Organized tasks using Google Calendar, Microsoft Teams
- Accounting Organizational Skills.
- Sound knowledge of various operating systems
- Good knowledge computer hardware and software
- Sound knowledge of Network management

## **Work History**

### **Biznez Bee (US IT Recruiter) - Madurai, India**

#### **Team Lead**

**08/2022 to Current**

- Manage the entire life cycle of the recruitment process for clients in the USA.
- Work closely with the Recruiting leads and hiring managers.
- Work on strategic global hiring programs.
- Develop an action plan for recruiting the best fit for the organization.
- Procure people for different IT Requirements.
- Personally conduct interviews, document the same, and report as the need arises.

### **Aakash Pharmaceuticals - Madurai, India**

#### **HR Generalist**

**07/2017 to 07/2022**

- HR Expertise.
- Data-driven.
- Conflict Resolution.
- Employee Relations.
- Intercultural Sensitivity.
- Administration Tasks Expert

### **Polycare Insulation Work L.L.C — Abu Dhabi. U.A.E**

#### **HR & Accounts**

**06/2015 to 06/2017**

- Recruitment and Hiring.
- Training and Development
- Employer-Employee Relations.
- Maintain Company Culture.
- Manage Employee Benefits.
- Create a Safe Work Environment

- Handle Disciplinary Actions.
- Accounts

### **Crystal Technology (US IT Recruitment) — Madurai, India**

#### **Team Lead**

**12/2013 to 05/2015**

- Create an inspiring team environment with an open communication culture.
- Set clear learn goals
- Delegate tasks and set deadlines,
- Oversee day-to-day operation.
- Monitor learn performance and report on metrics.
- Motivate team members.
- Discover training needs and provide coaching.

#### **Honors and Awards**

- Participated in International Children’s Assembly 2001
- Participated in Helmet Awareness Rally 2010
- Participated in MR.MADURAI 2012
- Got Award from Crystal Technology for Top of the Table
- Got Award from Crystal Technology for Best Performer of the Month

#### **Education**

Raja College of Engineering And Technology, Anna University – Madurai

#### **MBA HR and Marketing**

**11/2013**

Yadava College, Madurai Kamaraj University - Madurai

#### **B.COM with Computer Application**

**04/2011**

St.Joseph Matriculation HSS Madurai

#### **High School**

**03/2008**

MNU Jayaraj Nadar HSS Madurai

#### **Secondary School**

**03/2006**

**Certifications**

- Certified Computer Hardware Networking
- Hirst.com(Recruiter)

**Languages**

Tamil: Native language

English: Proficient

Malayalam: Intermediate