

Allwin Charles Dane. J

allwinanderson@gmail.com

Tiruchirappalli

8610071774

PROFILE SUMMARY

Resolute and adaptable Human Resources Specialist with a focus on Recruitment, proficient in handling various people-related areas to drive organizational success. Skilled in establishing strong client relationships, I excel in meeting recruiting demands and delivering top-tier candidates. Able to perform effectively under pressure and quick to learn, I am adept at analyzing and solving lower-complexity problems. My problem-solving abilities and flexibility enable me to excel in delivering results that positively impact our organization and clients. I am committed to enhancing the candidate's experience and contributing to the success of leading recruitment companies.

Skills

- Data Analytics
- Advance Excel
- Power BI
- Python
- R - Language

EXPERIENCE

Senior Technical Recruiter
VDart, Trichy

January 2022 to Present

- Responsible for full life cycle recruiting, including sourcing, interviewing, qualifying and placement of a full range of IT and Non-IT candidates for contract, contract to perm and direct hire positions on w2 hourly/salaried work type.
- Responsible for the first-round telephonic screening of the profiles and communicating with all candidates on a regular basis and arranging & conducting interviews.
- Responsible for checking references, negotiating terms and rates for each project, coordinating the interview process, extending offers, and closing candidates.
- Working for IT USA, majorly working on Full Time, Contract & Contract-to-Hire opportunities with a proven record of successful placements.

Floor Supervisor (Admin)

November 2019 to June 2021

Panimalar Medical college Hospital and Research Institute

- Supervise staff.
- Ensures proper discipline of staff in Wards/ Floors.
- Train staff to perform allocated roles.
- Manage inventory.
- Provides information in case of any queries.

Senior Associate

CUB at Tuticorin Branch

January 2019 to April 2019

- Initiative-taking and accomplished Senior Associate with a strong background in banking operations and customer service.

- Proven record of success in providing exceptional financial services and building strong client relationships.
- Skilled in efficiently managing a diverse range of banking transactions, including account management, cash handling, and financial product sales.
- Possess a thorough understanding of City Union Bank's policies and procedures, ensuring compliance and adherence to regulatory requirements.
- Adept at problem-solving, multitasking, and managing high-pressure situations to achieve organizational goals.
- As a Senior Associate at City Union Bank, I am committed to delivering outstanding service, contributing to the bank's growth, and providing superior banking experiences to valued customers.

PERSONAL QUALITIES

- Client Relationship Management
- Stakeholder Management
- Time Management and Deadline Adherence
- Team Collaboration and Coordination
- Problem-Solving and Analytical Skills
- Written and Verbal Communication
- 360 Recruitment
- Recruitment and Talent Acquisition Expertise
- Banking Operations
- Customer Relationship Management
- Account Management
- Financial Product Sales
- Cash Handling
- Power BI
- Microsoft Excel

ACADEMIC

- MBA in HR and Finance from Jamal Institute of Management with 75.7% (A Grade)
- BBA from St. Joseph's College with 60.77%
- HSC from Bishop Heber Hr. Sec. School with 61.25%
- SSLC from Bishop Heber Hr. Sec. School with 83.6%

ACADEMIC PROJECTS:

Finance

- Project Title – Modeling Granger's co-integration analysis between market portfolio and macro-economic factors of G8 countries. Year – 2018

Human Resource

- Project Title – A Study on employee satisfaction at Everest Industries Ltd. Year – 2017
- To study the Socio-demographic details of the employees' respondents.
- To study the perception level of employees to determine the Quality of work life of the Employees.

Certifications

Certification in Data Analysis (Advance Excel, Power BI, Python, R language)

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge.

Date:
Place:

Yours Faithfully,
Allwin Charles Dane