

RESUME



Akash Anand

OBJECTIVE:

Seeking a challenging career development with innovative ideas, to apply what I learned and put all my efforts for the development of the organization and also enhance my knowledge along with the organization

CONTACT INFO

Email:

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SKILLS

- Adaptability
- MS Excel
- Communication
- Organizational
- Multi-tasking
- Teamwork and collaboration
- Good listener
- Marketing

DECLARATION:

I hereby declare that all information mentioned above is true to the best of my knowledge and belief.

DATE:

PLACE:

[Akash Anand]

EDUCATION

Rathinam College of arts & science

2018-2021

B.Com (CA) with 72% marks.

Devanga higher secondary school

2017-2018

Higher Secondary Education (**Commerce**) with 74% marks.

Devanga higher secondary school

2015- 2016

High School Education with 84% marks

WORK EXPERIENCE

Tata Consultancy Service

[Executive HR - Talent Acquisition Specialist- US Region] - Full Time
OCT 2021 – DEC 2023

Responsibilities

Primary:

- Identify potential candidates based on job requirements through Job Portal like LinkedIn, Monster, handshake also through internal databases, references and external entities like Boolean searches, Job Posting.
- Conduct the initial screening to determine suitability, interest of Candidates and provide the Candidates with information on the position and our company.
- Screening the Candidate based upon the Educational qualification, Technical skills, Communication skill and experience.
- Reaching out to the candidates for scheduling interviews.
- Sending Email invites to the candidates to join the meeting over MS teams
- Manage and coordinate all communication with Candidates throughout the Recruitment, Selection and Hiring Cycle.
- Creating the Database skill wise against given Requirement and Maintaining the Trackers & Reports of the Candidates.
- Scheduling and Tracking the Shortlisted Candidates for the Interview.
- Creating EP number for the candidates, once its done candidates will receive application form and will follow up until application has been filled.

