Akhil Raj R

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Human Resource Professional: Talent acquisition and Engagement.

"Acquiring the right talent is the most important key to Growth "

<mark>Specialist-IT, Engineering & NON IT Recruitment</mark>

SKILLSET	PROFILE SUMMARY
• **IT, Engineering & NON -IT Hiring** • **Permanent Staffing** • **Fast Learner, Quick to pick up the required skills** • **ATS (Work Day, Swayam)** • **Client Coordination** • **Talent Fulfillment** • **Team Management** • **Bulk Hiring**	• **5.3 years of experience. 4.3 years of relevant rich experience in Recruitment & Talent Acquisition.** • **E2E Recruiting Life Cycle, Talent Acquisition, Interviewing, IT & Non- IT Recruitment, Decision Making, Offer Negotiations, Employee Relations, Team Liaising, Proficient in using recruitment tools and platforms, Strong Communication Skills, Sourcing** • Sourcing, screening and submitting profiles using Naukri , Monster, Linked In, Google X-Ray Search and Social Media as per requirements • Maintaining and communicating with candidates follow-up and status update on a regular basis until successful on boarding.

Skills Worked :

➕ **Software Developer**: Java, .NET, ReactJS, PHP, AngularJS, SQL, SharePoint, DeVops Engineer, MeanStack Developer, IOT - Cloud Architect, Data Engineer, PowerBI Developer, SAP(FICO, SD, WM, MM, ABAP), Azure/AWS Data Engineer, Windows Admin, Embedded Developer, Linux Administrator, Full Stack Developer, ServiceNow

➕ **Software Testing:** Functional, Manual and Automation Testing, Black Box and White Box Testing

➕ **BIM Technologies**: BIM Architect, Revit Modeler, Electrical and Mechanical BIM Modeler, Civil3D Modeler (Highway/Water Utilities) , PHE & HVAC BIM Technician, E3D Piping Modeler

➕ **Non-IT:** Highway Design, Mechanical Design (CATIA V5), Automotive Design, Business Analyst, Medical Writer, Engineering Hiring, BPO Hiring, Accounts Payable/Receivables, Process Associates/Analysts, Technical Writer/Author

➕ **Leadership positions**: Project manager, Senior Project Manager, Office Manager, Delivery Manager, Accounts Lead

➕ **Sourcing mediums:** Naukri, Monster, Linked-in, Social Media Hiring

WORK EXPERIENCE

AJ CAPSTONE INFOTECH   **May 2022 to till Date**
HR Recruiter

- Extensively involved in end-to-end recruitment process i.e. pre and post interview activities which includes right from understanding the requirements, Sourcing, Screening, scheduling, interviewing, Selection, Offer Negotiation and post offer follow-ups till candidate get on-boarded.

- Understanding the JD & making certain key points to work like skill set, domain, target companies, & other key factors to make hiring process more effective

- For new requirements preparing Req intake form by discussing Designation, CTC Bracket, notice period, Delivery time, target companies, work location and other mandates required for streamlining recruitment process

- Using various sourcing channels like Job Portal, internal database, networking, referencing, and professional Sites

- Conducting first level interviews (Telephonic) to check communication Skills, technical skills, interest level, availability and salary

- Providing necessary information about the client and the role to the candidates before interview.

- Explaining the criticality of the role and the expectations of the client from the given opportunity.

- Interact with applicants and to schedule interviews

- Building pipeline and maintaining Database of software Professionals by skill wise, Experience levels & Trackers on Daily & weekly basis.

- Have been able to deliver results on time by meeting the deadlines and timely closure of the given task.

- Preparing monthly reports, maintain trackers and provide necessary details to Managers as and when required

- Closing all active requisitions before aging

SUTHERLAND GLOBAL SOLUTIONS PVT LTD.   **Nov 2020 – Dec 2021**
Associate Trans-Processing

Key Competencies: Research on financial documents, Property Aggregation, MS Excel, Word, Data Cleansing, Competition analysis, Bordeaux processing, Quotes and Policy

- Bordeaux Analyzing, Tabulating and Calculating Property Values for Underwriters to write the policy
- Application of Deductibles
- Creation, renewal, declination of Policy/Quote
- Binder Aggregation and Property Aggregation
- Data Cleansing

RecSol Global   **July 2018 – Aug 2020**

HR Recruiter

Key Competencies: E2E Recruiting Life Cycle, Talent Acquisition, Interviewing, IT & Non- IT Recruitment, Decision Making, Offer Negotiations, Employee Relations, Proficient in using recruitment tools and platforms, Strong Communication Skills, Sourcing

- Talent Acquisition: End to end recruitment process entailing CV sourcing, shortlisting, interview lineup, salary negotiations within the budget allocated, generating candidate offers and appointment letters, managing weekly recruitment reports. Pre and Post offer candidate follow ups and engagements.

- Induction and on boarding: preparing the induction plan and ensuring smooth orientation of the new joiners, maintaining personnel records, background verification and reference checks of the candidates

- Interacting with clients on regular basis to understand the specific requirements, strategize and plan the recruitment activity and implement it. Developing relationships with present/potential clients

EDUCATION

Course	Institute and University
M.COM	Kerala University
B.COM	Kerala University

DECLARATION

I hereby declare that the above-mentioned facts are true to the best of my knowledge.

Location: Chennai   (Akhil Raj R)