Allwin

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**Objective**

To succeed in an environment of growth and earn a job which provides me a job satisfaction it improves myself-development and help me to achieve a personal as well as organization goals.

**Professional Experiences:**

**The Hiring Company (THC), Remote**

**Human Resource Intern Oct 2023 – Present**

* Utilized various job portals such as Naukri, LinkedIn to identify potential candidates.
* Conducted keyword searches and refined search criteria to target suitable profiles.
* Initiated contact with potential candidates through email or phone, providing information about the job opportunity.
* Communicated effectively to create a positive first impression of the organization.
* Conducted pre-screening interviews to assess candidates' qualifications, skills, and cultural fit.
* Maintained a well-organized candidate pipeline, tracking the progress of each candidate through the recruitment process.
* Regularly updated candidate status in the applicant tracking system and here we have used General Google sheet.
* Gathered feedback from hiring managers and candidates after each stage of the recruitment process.
* Provided timely updates to candidates on the status of their applications.
* Promoted the employer brand when communicating with potential candidates, highlighting the organization's values and culture.
* Responded to candidate inquiries regarding the company and job opportunities.

**Inpac Times, Remote**

**Human Resource Intern Sep 2023 – Nov 2023**

* Assisted in the recruitment process by sourcing candidates, reviewing resumes, and participating in initial interviews.
* Conducted initial screening interviews to assess candidate qualifications and alignment with job requirements.
* Evaluated resumes and applications to identify candidates suitable for further consideration.
* Contributed to the development of job descriptions and postings.
* Aided in the onboarding process, ensuring new hires had a smooth transition into the organization.
* Coordinated orientation sessions and prepared onboarding materials.
* Managed and updated employee records and databases, ensuring accuracy and confidentiality.
* Supported the planning and execution of training programs and workshops.
* Assisted in tracking employee training and development activities.
* Participated in initiatives to promote diversity and inclusion within the organization.

**s**

**Smart IT Frame, Trichy**

**Talent Acquisition Executive(L2) Oct 2022 – July 2023**

**Responsibilities**

* Great recruiting experience in, Source, screen, interview and select qualified applicants for various IT requirements.
* Managing/Administrating a team of 5-6 members and assigned them the suitable requirements.
* Responsible for preparing review reports, recruitment reports, and submitting to the Management.
* Responsible for the full recruitment life cycle; including checking references, negotiating pay.
* Fill IT/Software positions with various clients on contract, contract-to-hire and permanent requirements across the USA/Canada/Mexico/India.
* Responsible for W2, Corp-to-Corp (C2C)
* Hired US citizens, Green card holders, H1Bs, PR, TN1 visa holders and Domestic recruiting (PAN India).
* Hand holding all the new employees during the initial period, ensuring employee satisfaction and collecting regular feedback on recruited employees.
* Responsible for database management of all the responses received through various job postings and references, tracking applicants, submissions, ensuring feedback to applicants and team members.

**VDart, Trichy Oct 2021- Sep 2022**

**IT Technical Recruiter (Talent Acquisition)**

* Manage the entire life cycle of the recruitment process for clients in the US.
* 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.
* Expert in Outlook, Ceipal, Dice, Monster, Carrier builder, MS Word, Excel, LinkedIn Sourcing.
* Fully involved in recruitment process, responsible for recruitment of IT professionals according to client requirements.
* Understanding client’s requirement and the technology parameters. Experience with Permanent, Full-time and contract positions C2C Corp to corp. Sourcing profile by means of Job- Posting and managing portals like –Dice.com, Monster.com, career builder.com, indeed, Linked in.
* Review resumes for appropriateness of experience and knowledge in relation to position requirements. Have well working experience with Applicant Tracking System (ATS) Tools like ceipal.
* Preparing weekly and monthly reports on the activities undertaken. Ensuring right match profiles which is being sent to the client within the timeframe. Have well experience with various visa types like US citizen, Green card holder, H4 EAD, H1B and GC EAD.
* Working with tax terms like W2 and C2C and topmost clients in US and have experience in different time zones. Efficiently and effectively fill open positions. Met and exceed metric based expectations.
* Developed strong working relationship with Hiring Managers and Team Leads to recruit and hire employees in efficient manner. An ability to handle sensitive and confidential information. Using the Outlook mail effective to share the files to various people in a single mail.
* Extensive experience, responsible for Human Resource Development such as sourcing, Resume Screening, Skill testing, Interviewing, hiring candidates on Flexibility. Well-organized possesses strong work ethics and willingness to work hard to achieve objectives
* Excellent knowledge of the Global market across the United States. Skilled advertising the vacancy and sourcing the right candidate through job portals, professional networking sites, headhunting, and direct/indirect references.
* Experienced in screening the candidates from the resume pool as per the requirement and preliminary assessment through interviews. Good understanding of various technologies and ability to understand client requirements. Good understanding of different work authorization, visa types, and policies.
* Understanding of IT technologies, knowledge of various recruiting practices, Corp to Corp, W2,1099, H1B, US Citizens, GC, EAD-OPT/ GC/ H4/L2, E3 and TN Visa, Job portals (Dice, Monster, CareerBuilder and Indeed), Company database, referrals, LinkedIn & Bulk E-Mailing.
* Key Skills and Characteristics: Talent acquisition techniques. Candidate screening and assessment. Knowledge of employment law and practices, Executive recruiting. Relationship building. Strong verbal and written communication skills. Networking. Negotiating rates on W2 and 1099(Corp-to-Corp (C2C).

**Educational Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Name of the institute** | **Board/**  **University** | **Year of**  **Passing** | **Percentage** |
| M.B.A | St. Joseph college of management | Pondicherry University | 2024 | **NA** |
| B. E | University College of Engineering, BIT campus, Trichy | Anna University | 2021 | 71% |
| HSC | AKKV Aarunadu Matric Hr. Sec School | State Board | 2017 | 92% |
| SSLC | AKKV Aarunadu Matric Hr. Sec School | State Board | 2015 | 97% |

**Additional Certification:**

* Gold Certificate in Yoga
* Participated many sports competition at school levels.
* Got numerous LinkedIn certificates, Great Learning.

**Personal Skills:**

* **Communication:** Excellent verbal and written communication skills.
* **Interpersonal:** Strong ability to build positive relationships and collaborate effectively.
* **Problem-Solving:** Proven track record of analyzing situations and implementing effective solutions.
* Conflict resolution.
* MS Excel, Google Sheet and other MS products.
* Time management.
* Decision-making
* Cross-functional collaboration

**PERSONAL DETAILS**

* **Name :-** J. Allwin Rufuse
* **Date of Birth :-** 30th August
* **Language Known :-** Tamil, English
* **Marital Status :-** Single
* **Nationality/Religion :-** Indian

**Declaration**

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

Date: Signature

Place: Trichy (ALLWIN RUFUSE J)