**Arockia Robert S**

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No.301, Sauvity Amuluya Apt

Electronic City, Bangalore

**EXECUTIVE SUMMARY:**

Human Resource Executive with over 6 years of comprehensive human resource experience

including Recruitment, Project Administration, Client Interaction, Business Management,

Ticketing and Visa process. Proven experience collaborating with senior management to

conduct Human Resources strategic planning in order to support and further corporate goals

***Expertise in:***

Operational Management

Training & Development

Business Management

Policy Design & Administration

Vendor Management

Purchase Management

Client Relationship

Logistic Management

**EDUCATION & PROFESSIONAL AFFILIATIONS**

**ALAGAPPA UNIVERSITY**

**Masters of Business Administration,** HR

**ANNA UNIVERSITY**

**Bachelor of Engineering,** ECE

**PROFESSIONAL EXPERIENCE**

**CREDENZA EXPORTS (www.credenzaexports.com**) JAN 2013 **--** PRESENT

**Sr. Recruiter**

CREDENZA EXPORTS is engaged in the construction and trading business. They supply

different type of materials to the Original equipment manufacturers all over India. They have

a construction team to execute projects for power plants, Sugar Industries, Structural

Buildings, Industrial insulation and planning in India & Africa.

***Roles & Responsibilities***

Responsible for the project administration function within Credenza

Handling recruitment life-cycle for sourcing the best talent from diverse resource after

identification of Manpower Requirement in both India and abroad

Establishes recruiting requirements by studying organization plans and objectives;

meeting with Director’s to discuss needs.

Arranges management interviews by coordinating schedules, arranges travel, lodging, and meals,

escorting applicant to interviews.

Work closely with senior management to identity, develop and implement training and

development programs in line with the business objectives.

liaising between suppliers, manufacturers, relevant internal departments and customers;

Attracts applicants by placing job advertisements and contacting recruiters.

Involved in preparing Invoice and payment Coordination from Clients.

Keeping contract files and using them as reference for the future.

Coordinating Air Tickets, Visa Process for Overseas Employees.

In charge of purchasing of various Materials related to Projects.

Responsible for Handling Salary process for all Employees.

Member of the management team in Credenza.

**PROJECT HANDLING**

***Project 1***

Client - Forges Tardieu Ltd

Project Title - Sierra Leone Bio-Ethanol Plant

Duration - Jan 2013 to Till date

Project Location - Sierra Leone,West Africa

Employment Type - Contract

Project Details - Recruitment for various Mechanical Construction Engg. Profiles

Process involved - Orientation, Contract Agreement, Air Ticket, Visa and Medicals

My Role - Project Administration and Recruitment

Team Size - 100 Employees

Skills Used - Team Handling, Interpersonal Skills, Recruitment, Decision-Making

Problem Solving

***Project 2***

Client - Agnice Fire Protection Pvt Ltd

Project Title - Jaypee Nigrie Super Power Plant

Duration - Jan 2013 to Feb 2014

Project Location - Nigrie, Madhya Pradesh

Employment Type - Contract

Project Details - Recruitment for various Mechanical Construction Engg. Profiles

Process involved - Contract Agreement, Payment follow ups, Direct Client interactions

My Role - Project Administration and Recruitment

Team Size - 20 Employees

Skills Used - Team Handling, Interpersonal Skills, Recruitment, Decision-Making

Problem Solving

**IBHAR TECHNOLOGIES PVT LTD (www.ibhar.com)** MAY 2011 **--** DEC 2012

**Business Development**

The IBHAR Approach to Corporate Performance Management enables organizations to

efficiently plan and manage their operations and additionally provides the tools to improve

Productivity and become a High Performance, Lean Organization.

***Roles & Responsibilities***

Responsible in recruitment and placement for sales vertical of the Company.

Responsible for identifying and recruiting new vendors for the Company.

Identify potential clients, and the decision makers within the organization.

Set up meetings between client decision makers and company’s directors.

Work with team to develop proposals that speaks to the client’s needs, concerns, and

objectives.

Handle objections by clarifying, emphasizing agreements and working through

differences to a positive conclusion.

Regular Interaction with Customers for solving their issues related to our products.

Work with technical staff and other internal colleagues to meet customer needs.

Prospect for potential new clients and turn this into increased business.

Present new products and services and enhance existing relationships.

Arrange and participate in internal and external client debriefs.

Research and build relationships with new clients.

Preparing Invoice and handling Payments

Participate in pricing the solution/service.

**VINCHIP SYSTEMS (www.vinchip.com)** AUG 2010 **--** MAY 2012

**Technical Marketing Engineer**

VINCHIP SYSTEMS was founded to fill the design productivity gap brought about by

advances in semiconductor manufacturing and reducing product life cycles

***Roles & Responsibilities***

Interacting with companies like Infineon, TI, Cypress, Cadence for On-site contract

employment deal

Working in ACT Database Management Tool to manage Candidate Information

Responsible for recruitment of IT Engineers to on-site and off- site job work in various

locations.

Identifying prospects in Semiconductor Industry for USB IP (USB 2.0, USB3.0 Host and

Device) development and email them about our product information

Research new companies from market and updating their information in ACT DB

Design and develop new strategies and techniques in order to promote and sell more products

Establish and maintain long-term relationships with suppliers, customers and company staff

Evaluate the consumer's needs and expectations and design and introduce new products

Coordinating with Project Manager’s to solve all Customers’ issues

Responsible for handling existing customers and account mining

Provide technical support in order to develop new products

Ensure compliance with technical marketing practices

Preparing Invoice and handling Payments

**TECHNOVA SOLUTION**(**www.technovasolution.org**) MAY 2008 -- AUG 2010

**Sales Engineer**

Technova Solution is one of the leading company of providing software application services

and online payment services. These include providing software application services and

online payment

***Roles & Responsibilities***

Identifying Sells products by establishing contact and developing relationships with

prospects recommending solutions

Identifies business opportunities by identifying prospects and evaluating their position in

the industry; researching and analyzing sales options

Maintains relationships with clients by providing support, information, and guidance

researching and recommending new opportunities; recommending profit and service

improvement

Maintains professional and technical knowledge by attending educational workshops

reviewing professional publications; establishing personal networks; benchmarking state

of-the-art practices; participating in professional societies.

Sells products by establishing contact and developing relationships with prospects

Fix appointments with the prospects for meeting and presentation of our products.

Regular Interaction with Customers for solving their issues related to our products.

Contributes to team effort by accomplishing related results as needed

Preparing Invoice and handling Payments

**SOFTWARE EXPOSURE**

Microsoft Office 2010,

Macromedia Flash,

Act Management tool

**PERSONAL DETAILS**

Full Name : S. Arockia Robert

Nationality : Indian

Passport No : G 8250724

Language : Hindi, English & Tamil

**REFERENCE**

References provided upon Request