

S.BHAGYARAJ

Coimbatore, Tamilnadu

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Objective

Seeking a position which allows me to utilize my management and engineering skills in a spontaneous, creative and teamwork atmosphere where I can continuously have the opportunity to learn and grow

Professional Experience

Cognizant Technology Solutions, Coimbatore

August 2016 – Present

Roles & Responsibilities:

Co-ordinator, Global Mobility

- ✓ Placed at UK and Ireland Immigration process – processed UK & Ireland – Business visa (BV), Work permit visa(WP) and Work permit extension(WPx)
- ✓ Case creation for UK & Ireland – BV, WP, WPx and guiding the associate from end - to – end process, CoS Draft, acquiring knowledge of Tier 2 visa categories completely and handling mailbox effectively.
- ✓ Generating report, training new joiner, received awards and recognition, involved in skill development and various WebEx session

Plato BPM, Coimbatore

January 2016 – July 2016

Roles & Responsibilities:

IT Recruiter

- ✓ Source, screen, interview, and evaluate candidates
- ✓ Conducting interviews and filtering candidates for open positions
- ✓ Review and understand technical job requirement requirements
- ✓ Develop and update job descriptions and job specifications
- ✓ Negotiation with candidates regarding their salary
- ✓ Adaptable to use - Naukri, Monster, Dice and LinkedIn
- ✓ Screen candidate's resumes and job applications
- ✓ Format resumes meeting client expectations
- ✓ Follow up with candidates

Certifications

- ❖ CCNA course at Prompt InfoTech, Coimbatore
- ❖ Completed Client Interfacing Skills - Practitioner
- ❖ Computer programming courses in C and C++ at Amrutha Institution, Coimbatore

Academic profile

➤ PG Diploma in Communicative English, 2015

Bharathiar University (School of Distance Education), Coimbatore

➤ Bachelor of Engineering in Electrical and Electronics Engineering, 2014, 6.92(CGPA)

Kalaiginar Karunanidhi Institute of Technology, Coimbatore - Anna University, Chennai

➤ Class 12th, 2010, 77.91%

Shri Nehru Vidyalaya Matriculation Higher Secondary School, Coimbatore

➤ Class 10th, 2008, 74.80%

Bharathi Matriculation Higher Secondary School, Coimbatore

Skills

IT skills	C, C++, Microsoft applications
	Networking - A+, N+, CCNA
Human resource skills	Recruitment, Initial screening, Negotiation
	UK & Ireland – Immigration, CoS Draft, Excel, Report, Analysis, Maintenance letter, visa queries
Soft skills	Quick learner and self-motivated with ability to plan, Reliable and able to work hard under pressure

Practical exposure

✓ Idea champion for Innovative business ideation in iCUBE - National Youth Idea Challenge 2013 at International School of Entrepreneurship Education and Development.

✓ In plant training at HCL Career Development Centre, Coimbatore from 28.11.2011 to 06.12.2011 (7 days)

Personal information

Gender: Male

Date of birth: 31.12.1991

Languages known (Read / Write / Speak): English and Tamil

Passport: Yes, available – details will be shared based upon the request

Diversions: Quora, watching movies and gardening

Declaration

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

Place:

Date:

(S. Bhagyaraj)