**CURICULAM VITAE**

**SUJANYA S**

**E-mail:** [***sujanyasusheel@gmail.com***](mailto:sujanyasusheel@gmail.com)

**Cont No: 00971556448534(Dubai)**

****

**PROFESSIONAL SUMMARY**

* Post-Graduate in Human Resource Management (MBA – HR+ Systems).
* Total 3.6 years of industrial experience which includes 6 months of experience in end-to-end recruitment (contract staffing) in IT domain.
* Back ground of Intern training in L&T(Appreciative Culture - Employee Engagement) and ULCCS(Employee Retention) in the field of Human Resource Management as a part of Post-Graduation.

**OBJECTIVE**

To work as a responsible individual in an environment that provides a challenging, rewarding career and ensuring a high-level job satisfaction, which also provide opportunities to improve knowledge in the field of management

**WORK EXPERIENCE**

* TEKsystems - Allegis Group, Bangalore as *Technical Recruiter*

(02September 2013 – 26 March 2014)

[www.teksystems.cosm](http://www.teksystems.cosm), [www.allegisgroup.com](http://www.allegisgroup.com)

* Responsibilities Handled:
* Understanding the Job Description
* Determines the appropriate recruitment method to attract and find out reasonable pool of qualified applicants
* Source, screen, evaluate and select candidates through a structured recruitment process designed to obtain the best candidates
* Screening all the potential candidates through phone interviews, face to face interviews and reference checks
* Use social and professional networking sites to identify and source candidates.
* Assessing the candidate as per the JD
* Co-coordinating the further process with the clients
* Following the recruitment fundamentals designed by the higher management
* Collecting the details from the consultants, releasing the offer letter and conducting the induction training in coordination with the respective departments after proper documentation
* Effective consultant Management for employee retention
* Salary negotiation
* Maintaining the documents and records of current consultants
* Developing a pool of qualified candidates in advance of need by maintaining a database- hotbook
* Maintain regular contact with possible future candidates
* Following the daily plans(organization rhythm) and targets by team to deliver the quality and timely service to the clients and the candidates
* MuseON Communications, Keralaas *Admin Executive*

( 01 August 2012 - 31 July 2013)

[www.museon.in](http://www.museon.in)

* MindTree Ltd, Bangaloreas *Junior Engineer*

(18 May 2009 – 22 May 2010)

[www.mindtree.com](http://www.mindtree.com)

* iCalibrator , Bangaloreas *Solaris system administrator Trainee*

(15 May 2008 - 15 May 2009)

[www.icalibrator.com](http://www.icalibrator.com)

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Year | Institute/board | Class/Score |
| MBA HR + Systems  (Dual Specialization) | 2012 | Nehru School Of Management  (University of Calicut) | *First Class* |
| BSc Computer science | 2008 | IHRD, Calicut  (University of Calicut) | *First class* |
| Higher secondary certificate exam | 2005 | State Board, Kerala | *Distinction* |
| Secondary school examination | 2003 | State Board, Kerala | *Distinction* |

**OTHER SKILLS**

* + Microsoft Applications
    - MS Word
    - MS Excel
    - MS PPT
  + Windows , Solaris, Linux, VMware, C, C++ , COBOL
  + Fluent in English
  + Well commanding skill
  + Well management skill
  + Know how to negotiate
  + Can meet dead lines
  + Can work as an individual contributor as well as a team member
  + Self-confident and positive attitude
  + Have good communication skills
  + Good inter personal skills and soft skills

**EXTRACURRICULAR EXPERIENCES**

* Chairperson of the organizing committee for National level management meet ‘KARMA -2012’ at NSM
* Organizing member- National level management meet ‘KARMA -2011’ at NSM
* Participant- National Level Management Meet conducted by Calicut University, other district and college level competitions.
* Organizational Study at Mathrubhumi for 3 days.
* Member- ROTRACT CLUB – Calicut, Junior Red Cross and NSS

**OTHER CERTIFICATIONS ATTENDED:**

* “Shiksha – The Management Workshop” hosted by IIM Kozhikode
* iCCSA (iCalibrator Certified System Administrator) in Solaris-Bench Mark, Calicut.
* CSDP (Communication Skill Development Program) - Big leap Solutions, Calicut.
* Soft skill development program from iCalibrator - Bench Mark, Calicut.
* Leadership and Adventurous Training Program – NALS(National Adventure and Leadership School) ,Tamil Nadu

**PERSONAL DETAILS:**

Name : SUJANYA S

Nationality : Indian

Sex : Female

Date of birth : 30-03-1988

Languages Known : English, Malayalam,Hindi

Passport No : K6236789

Visa Status : Family (On Husband’s Visa)

Personnel Theory : “Do today’s duty now and tomorrow’s today”

Marital status : Married

Contact address : Room No: 816 Bldg No:1-13

Al Khail Gate, Al Quoz Dubai

00971556448534(Dubai)

[*sujanyasusheel@gmail.com*](mailto:sujanyasusheel@gmail.com)

**DECLARATION**

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

Place: Dubai

Date: Sujanya S

NB: The original certificate and mark lists will be submitted at the time of interview. The type of job preferred is fulltime/permanent.