

N.Ayyappa Rathnam

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I am seeking a challenging career with a progressive organization which will utilize my skills, abilities and education for its growth which in return help me in constantly strive towards perfection in my field.

PROFESSIONAL SUMMARY:

- Recruitment (Initiation from sourcing the right profiles through different sources till Joining formalities)
- Handled permanent, contract to hire and contract recruitment for various IT giants.
- Handled in person interviews as a part of an internal recruitment
- Providing basic recruitment training to the new joiners in the team.
- Visiting Client place and interaction with the clients as a part of understanding the Requirement, feedback process, interview schedules, interview follow up, selection And joining formalities
- Direct interaction with the technical panel regarding requirement details, profile shortlisting, interview status, interview follow-up

CORE COMPETENCIES

Recruitment

Team Management

Salary Negotiation

Screening Resume's

Client Management

Database Management

Coordination - Interview & Short listing

Vendor Management

Work Experience:

Working as Recruitment Manager and HR Operations with Enaviya Information Technology Pvt Ltd.Bangalore since April 2011 to till date

Enaviya Information Technology Pvt Ltd is a Software Products & IT Services provider serving enterprise customers in the United States, Europe, Africa and Asia. Head Quartered in NY, USA we have state of art development center in Bangalore India with client support offices in Florida, Johannesburg, Delhi & Mumbai.

Enaviya offers a broad range of complete, consolidated products and

services creating powerful business solutions for our clients around the world. Enaviya's approach has been an integrated partnership with its clients across disciplines, helping us to plan, synergise and extend service levels with better clarity and purpose. This translates into streamlined process systems and increasing financial benefits in the long run to all the stakeholders.

Job Responsibilities:

- Handling a team of 6 recruiters and responsible for their deliverables.
- Responsible for handling the complete lifecycle of recruitment starting from understanding the requirements, sourcing the candidates, handling interview process and ensuring that a candidate joins at the right time.
- Managing and developing the database for optimum utilization. Sourcing candidates on various techniques through all methodologies of sourcing such as Job Sites, Networking, Initiating the job posting, and Employee referrals etc.
- Client meeting and interaction for requirement gathering, system analysis and understanding/ finalization of technical and functional specifications.
- Having periodic review meetings with the hiring managers and group heads to discuss the status and plan strategies.
- Screening and shortlisting the profile. Conducting preliminary level of Technical interview. Evaluating the candidate on various parameters according to desired specifications. Having telephonic discussion with the candidates (involves the complete evaluation of the Candidate to check the fitment, availability, communication skills, genuineness, interest level).
- Act as the bridge to communicate in between the job specification and candidate requirement. Building relationships - Pre interview, Post interview and Post offer.
- Experience in negotiating on role, compensation package and joining-time with the shortlisted candidates thus realizing the value of job to them.
- Scheduling and facilitating interviews. Coordination with the Clients to ensure smooth recruitment process, to minimize gaps and to ensure the satisfaction of both the candidate and the client.
- Verifying all the required documents to roll out the offer to selected candidates and follow up with HR Sign off team to get their clearance on the same.
- Handling all the levels of recruitments.
- Handling in-house recruitment and also give training.

- Schedule and coordinates Walk-in interviews across India.
- Responsible for Contract and Permanent requirements.
- Negotiating with candidates on CTC, following up with candidates and Hiring Manager
- Understanding the requirement individually or with the help of Technical Manager and HR manager.
- Working on multiple requirements on daily basis.

Clients Worked For:

Wipro Technologies , Sonata, PCS, ITTeanz Techologies, RAMCO, Concentrix, Captronics, Experis IT and Happiest Mind.

Clients Handled:

Wipro Technologies for contract position, ITTeanz Technologies, PCS, RAMCO, Concentrix, UEC, and Happiest Mind

Education:

Name of Examination	Year	Board/University
S.S.L.C	2003	CBSE
P U C	2005	PU BOARD
B.E (ISE)	2009	V.T.U

STRENGTHS:

- Excellency in screening and short listing the profiles
- Capability of working on niche skill set
- Ability to convince the candidate for interview schedules with the short notice.
- Confident in taking up preliminary interviews (Telephonic and impersonal).
- Confident to coordinate people in large number during walk-in.
- Good Team Player.

INTERPERSONAL:

- Good communication skills.
- Attitude to mingle in a team.
- Committed towards work

Personal Details

Name : AYYAPPA RATHNAM.N
Father Name : R.NAGU
Date of Birth : 16TH MAY 1986
Sex : Male
Marital Status : Married
Languages known : English, Hindi, Kannada and Tamil.
Hobbies : Playing Cricket, Net browsing, Reading Books.

Declaration:

I here by declare that the above written particulars are true to the best of my knowledge and belief.

Thanking you

by
Yours faithfully,

Place: Bangalore

(Ayyappa Rathnam.N)