

## SUMMARY

Highly skilled IT Recruiter having 4 years of experience with a proven track record of developing and executing targeted recruiting strategies, resulting in an increase in qualified candidates. Experienced in collaborating with hiring managers to identify key skills and qualifications for open positions, resulting in an increase in successful hiring. Proficient in utilizing social media and other recruiting tools to build a strong talent pipeline, resulting in a 30% increase in candidate engagement and a 20% increase in referrals. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

## EDUCATION

### Seethalakshmi Ramaswami college

Bachelor's Degree in Computer Science  
Grade : A  
2016 – 2019

### Bishop Heber college

Master's in Business Administration  
Grade : A  
2019-2021

## SKILLS

- Technical recruiting expertise
- Talent sourcing and screening
- Social media recruiting
- LinkedIn recruitment
- Job posting
- Candidate engagement and relationship building
- Salary negotiation and job offer management
- Reference and background checks
- Collaboration with hiring managers
- Applicant tracking system (ATS) proficiency
- Networking and referral generation
- Team management
- Onboarding

## PROFESSIONAL EXPERIENCE

### Recruiter

Ashley GCC | September 2024 - Till now

- Ran the employee referral and maintained its data.
- Worked extensively on non-IT requirements.
- Hired for new, replacement and staffing balancer roles.
- Worked with stakeholders and hiring manger from America on their requirements.
- Sourcing suitable candidates via job portals.
- Screening incoming applications and contacting suitable applicants.
- Sending resumes to hiring managers for review and feedback.
- Setting up candidate/client online or face-to-face interviews.
- Following up with candidates and clients post interviews.
- Researching shortlisted candidates and doing employment references.

### Talent Acquisition & Analyst

Newbie Soft Solutions | March 2024 - July 2024

- Understanding client requirements
- Employing recruiting methods to attract candidates
- Assessing applicants' relevant knowledge, skills, soft skills, experience and aptitudes
- Negotiating salary, contract terms and conditions with selected candidates.
- Providing regular feedback to both clients and candidates regarding the status of the recruitment process
- Maintaining a database of candidate records, including resumes, interview notes, and any other relevant documentation
- Involved in contract staffing too.

## SKILLS HIRED

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- AI/ML Engineer
- Highjump developer
- Python developer
- Java developer
- Devops engineer
- Business Analyst
- .NET Developer
- Power BI developer
- Angular/ React/Node JS Developer
- Manual/Automation tester
- Network engineer
- Android/iOS developer
- Big data engineer
- Salesforce developers
- Oracle PLSQL developer
- Data engineer (Azure, AWS)
- Pre sales
- Interior designer
- SEO Specialist
- Marketing coordinator

## CERTIFICATIONS

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- Diploma in Information Technology
- Fundamentals of Digital marketing

## RECOGNITIONS

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- Best of August 2022 - Diamondpick
- Spot award March 2023 - Intellect Design Arena

## Talent acquisition

### Intellect Design Arena | January 2022 - June 2023

- Collaborating with hiring managers on a regular basis and proactively identify future hiring needs.
- Reaching candidates using various sources, like social media networks and employee referrals with a good work experience in screening, interviewing and assessing candidates while building a strong talent pipeline.
- I am generally responsible for the full life cycle of the recruiting process. This entails sourcing and screening candidates, coordinating the interview process, communicating with the candidates and sharing the feed backs, salary negotiation and level fitment with candidates, facilitating offers and employment negotiations by conducting HR discussions.
- Vendor and RPO Management.

### Junior executive - Recruitment

#### Diamondpick | February 2021 - November 2021

- Gathering and analyzing job requirements. □
- Sourcing profiles from various job portals as per the requirements and screening it. □
- Scheduling and coordinating the interviews. □
- Recruited for various tier 1 companies adhering to the demand needed. I have worked on both generic and niche areas by engaging with job posting, mass mailing and volume.
- Deployed into HCL as RPO support and screening, scheduling interviews, moving the select candidates to fitment, coordinating with panelists, candidates were my duly activities