

**Anushya Nataraj**

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## **OBJECTIVE**

To use my knowledge and skills in Industry and I contribute with full involvement, passion & dedication for the growth of the Company.

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## **PROFESSIONAL EXPERIENCE**

### **IT Recruitment**

- ✓ Involved in End-to-End recruitment Process.
- ✓ Closing entry, middle and senior level positions within given time duration

### **Client Coordination**

- ✓ Maintaining good relations with clients and acting as a client coordinator.
- ✓ Taking regular feedback from clients with regards to quality of profiles sent new openings and status of current openings.

**Current Company:** Teamware Solution, Chennai

**Designation** : Talent Acquisition

**Duration** : Apr 2021 – June 2023

### **Role and Responsibilities:**

- ✓ Sourcing the candidates in portal as per the Client requirement.
- ✓ Screening the resources by posting few queries matching with the job descriptions.
- ✓ Getting the acknowledgements from the resources for further interview levels.
- ✓ Submitting the profile to the account managers for client reviewal.
- ✓ Doing cross checks ensuring candidates interest on the same.
- ✓ Arranging for the telephonic interviews/in-person interviews/Skype interviews of the candidates & scheduling their interview as per the availability of the Technical Panel.
- ✓ Initiating the HR Discussions to be done for the candidates by the Client.
- ✓ Initiating Document submissions by the candidates to HR Panel.
- ✓ Offering the candidate and following up with the offered candidate till he/she joins the organization, handling issues, in getting him/her relieved from his/her current organization as well as having an open discussion with the candidates in keeping them interested, to ensure not losing the candidate and to make him/her join.
- ✓ Preparing daily trackers /submission trackers and sending across to the general manager.
- ✓ Maintaining and Developing Database for Future Requirements.

**Previous Company : Talent21 Management & Shared Service Pvt Ltd, Chennai**

**Designation** : Associate Consultant

**Duration** : June 2019 to Feb 2021

## Clients

- ✓ Capgemini
- ✓ SCB
- ✓ Fidelity
- ✓ PayPal
- ✓ BNP
- ✓ Society General
- ✓ Robert Bosch
- ✓ TechMahindra
- ✓ Epsilon
- ✓ AXA Business Service

## Technologies Worked

**Microsoft Technologies:** .Net, ASP.Net, C#, VB.Net, .net, Share Point, Python, C++, PHP, ETL , Informatica, Hadoop, Azure, Big data.

**Web Technologies:** Core java, J2EE (EJB, JSP, WCF, WPF, TDD, Entity Framework, MVC, Web Services, Xml, spring, Hibernate, struts, Ajax, Json, XML, HTML, XSLT, CSS, Spring boot, Micro service)

**ERP/CRM Skills:** SAP-Technical/Functional – SAP ABAP, FICO

**Databases:** Oracle SOA, PL/SQL, SQL Server, MySQL

## Area of Interest

- ✓ HR
- ✓ Finance

## EDUCATIONAL QUALIFICATION

- ✓ MBA - Sree Saraswathi Thyagaraja College, Pollachi, 2016 (76%)
- ✓ B. Com - Sree Saradha Nikedhan College, Salem, 2013 (71%)
- ✓ H.S.E - GKN Hr Sec School, Karatumadam, 2010 (76%)
- ✓ S.S.L.C - NGNG Hr Sec School, Reddiarur, 2008 (66%)

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## PAPER PRESENTATIONS

- ✓ Presented a paper entitled on "Integrated Marketing Communication" at national conference conducted by SMS College, Coimbatore.
- ✓ Presented a paper entitled on "Make in India in banking sector" at national conference conducted by Sree Saraswathi Thyagaraja College, Pollachi.
- ✓ Presented a paper entitled on "Make in India" at national conference conducted by Sree Saraswathi Thyagaraja College, Pollachi.

## PARTICIPATIONS & ACHIEVEMENTS

- ✓ Won an award for “100% Attendance” in my PG.
- ✓ Volunteered in "Rapture 2015".
- ✓ Active member in Coimbatore Management Association.
- ✓ Active Member in TYMA (MBA Students' Association @ STC).

## **AREA OF RESEARCH**

- ✓ Title of MBA project: A Study on Cash Management at ROOTS MULTICLEAN LIMITED, Coimbatore.

## **INDUSTRIAL TRAINNING**

Tamilnadu Newsprint Paper Limited, Chennai (2 months) - The main purpose of this training is to acquire the knowledge about the whole process of the company and to know the financial activities of the company.

## **COMPUTER PROFICIENCY**

- ✓ MS-Office
- ✓ Tally

## **ACHIEVEMENTS**

- ✓ Winner of Zonal level Kabbadi Competition in SSNS College, Salem
  - ✓ Second Prize in Relay
  - ✓ Won Second prize in singing Competition at NGNG School, Reddiarur
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## **PERSONAL PROFILE**

Nationality	: Indian
Religion	: Hindu
Date of Birth	: 04.01.1993
Gender	: Female
Marital Status	: Married
Language	: Tamil, English & Malayalam

Date:

(Anushya NK)

