**Pooja Basavaraj**

**7337710507**

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**Summary**

* Highly motivated and eager to work in industry to learn new trends and techniques*.*
* Good interpersonal skills and highly responsible. To expertise the challenging areas of the recruitment industry and to contribute to its vast growth.

**Professional Summary**

* Having Total 4 years of experience in Sourcing and in IT Recruitment.
* Looking for IT Recruitment for Permanent Staffing and contract Staffing.

**Company and Role**

* Company: Fidelis Corporate Solutions Pvt. Ltd.
* Role: “IT Recruiter”
* Experience: July 2021-April 2022.

**Job responsibilities**

* Understanding the client requirements and Delivering supplies.
* Sourcing from the Database via Job portals like Naukri, Monster& Shine.com Etc.,
* Screening resumes based on specific criteria, skills, platforms, qualifications and relevant experience*.*
* Contacting candidates and scheduling interviews.
* Briefing the candidates about the Job description, roles and responsibilities
* Interacting/e-mailing to the screened/shortlisted candidates and checking the interest & availability.
* Scheduling technical/final interviews with the Business and follow-up on the feedback*.*
* Coordinating with the Hiring managers for interviews of shortlisted candidates,
* Facilitating salary negotiation with the candidates.
* Keeping a systematic record of the candidate’s data who had attended the interview.
* Negotiating the rates/salary discussion with the candidates.
* Creating reports on daily, weekly, and monthly needs.
* Using ATS – Application Tracking system.
* Experience sourcing in Niche and Super Niche Skills.

**Company and Role**

* Company: NLB Business Service.
* Role: IT Recruiter
* Experience: May 2022- Feb 2023.

**Job responsibilities**

* Understanding the client requirements and Delivering supplies.
* Handling the entire **end-end recruitment** cycle for assigned clients.
* Sourcing from the Database via Job portals like Naukri, Monster& Shine.com Etc.,
* Screening resumes based on specific criteria, skills, platforms, qualifications and relevant experience*.*
* Contacting candidates and scheduling interviews.
* Briefing the candidates about the Job description, roles and responsibilities
* Interacting/e-mailing to the screened/shortlisted candidates and checking the interest & availability.
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* Creating reports on daily, weekly, and monthly needs.
* Using ATS – Application Tracking system.
* Experience sourcing in Niche and Super Niche Skills.

**Company and Role**

* Company: VARITE India Pvt Ltd.
* Role: “IT Recruiter”
* Experience: Feb-2023-Till Date.

**Job responsibilities**

* Keep the look and tone professional – no graphics.
* Analyze your best career achievement to date.
* Make sure the professional profile wows the reader.
* Identify transferable skills from other work experience.
* Keep everything concise.
* Writing and posting job openings.
* Finding and contacting potential job candidates.
* Pre-screening job candidates.
* Helping candidates write CVs.
* Presenting a candidate to an employer or hiring manager.
* Setting up interviews between candidates and employers.

**Technologies Worked on**

**Microsoft Technologies: C#.Net, ASP.Net. MVC, SQL and MS SQL, WPF, WCF, SharePoint.**

**Java Technologies : Java Architect, Core Java, J2EE, Web Api, JSP, Spring, Hibernate, Web Services, Spring Boot, Micro services.**

**Web Technologies : HTML5, CSS, JavaScript, jQuery, Bootstrap, Angular JS, Nodes JS. Scripting language** : Perl Scripting, shell scripting, Python.

**Infrastructure Technologies: Cisco Routing and Switching, CCNA, CCNP, F5 Load Balancing, Network Security.**

**SAP Technologies: SAP Abap on Hana, SAP MM, SAP SD, SAP HCM, SAP MDM, SAP FICO, SAP Basis, SAP UI5,**

**SAP Hana.**

**Cloud Technologies** : Bigdata /Hadoop, AWS, Windows Azure, Devops. **Systems Administration**: Windows, Linux, Unix, Network, VM Ware, Net App. **Database Administration**: SQL, DBA, Oracle DBA.

**Databases:** Oracle, SQL, RDBMS, MYSQL, SQL, MongoDB, Sybase.

**Software Testing**: Automation (Selenium Web driver), Manual Testing, Functional Testing, Database testing, Performance testing, Big Data testing, Salesforce testing.

**Enterprise Technologies:** Storage, Servers, Networking, Modular Servers.

**Education**

MBA(HR/Marketing) | 2020| 8.6CGPA| SJCE, Mysore.

**Technical Skills:**

General basic on computer knowledge and MS-Office

**Strengths:**

* I am a quick learner with a confident approach to work.
* Planning, communication, flexibility, commitment and time management.
* I am willing to learn, punctual in doing my work.
* Very good team player
* Good interpersonal and communication skills

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned.

**Place: Kodagu**

**(PoojaBasavaraj)**