

A Skilled Recruitment professional with 2+ years' experience with knowledge in End-to-End recruitment, sourcing IT and Non-IT related hiring roles. Looking forward to be associated with an organization where my skills and talent can be utilized and recognized.

Professional Summary

Company	Role/Department	Years of experience
Princeton IT America	HR Consultant IT & Non-IT	Nov 2023- Apr 2024
India Mart Intermesh Ltd	Talent Acquisition Executive (Inhouse)	Oct 2021- Sep 2023
Digibiz Build on Quality Pvt Ltd.	Internship- HR Recruitment and Operations	Oct 2020- Sep 2021

Professional Experience

HR Consultant IT & Non-IT

Princeton IT America – Nov 2023-Apr 2024

(Remote-Bangalore)

Duties and Responsibilities

- Design and update job descriptions.
- Source potential candidates from various online channels (e.g. social media and professional platforms like Monster & Naukri).
- Craft recruiting emails to attract passive candidates.
- Screen incoming resumes and application forms.
- Handling clients and submitting quality candidates to full fill their hiring needs
- Maintaining trackers and records related to recruitment and present whenever the team required.
- Interview scheduling and coordination.

Talent Acquisition Executive (In house Recruiter)

India Mart Intermesh Ltd. – Oct 2021-Sept 2023

(Bangalore)

Duties and Responsibilities

- Sourcing of Sales and Non-IT candidates through varies portals like Naukri, Shine, LinkedIn etc.
- Sourcing Quality profiles and Aligning Interviews with business.
- Hygiene check, document verification and employee verification of candidates.
- Coordinate with hiring managers to identify staffing needs.
- Train new joiners for sourcing practices.
- Stake holder Management and coordination.
- Improvising recruiting procedures (e.g. job application and onboarding process) and implement new sourcing methods (e.g. social recruiting)
- Coordinate with employees for referral hiring and recording of candidate's data for future hiring.

IT Skills

- Well acquainted with Microsoft office (Word, Excel, Power Point)
- Knowledge of Tally ERP 9
- Knowledge of Recruitment portals like Naukri, LinkedIn and Shine.

Other Achievements & Extra Curricular Activities

- Achieved **100 Onboardings** in 2021 at India Mart.
- Handled and Sourced various Senior IT profiles (**Budget range of 15-32 LPA**) for the clients like **PWC** and **SEG Automotive**.
- Acted as a **Team lead for 3 months** on the absence of Manager for handling Interns.

Other Interests

- Reading
- Travelling
- Movies
- comics

Qualification	Period	Institute/University
MBA (HR & Marketing)	Nov, 2020	Bengaluru University
B-Com	March, 2018	Calicut University
XII	March, 2015	General Education Department Kerala
X	March, 2010	General Education Department Kerala

Personal Details

- DOB03/10/1997
- NationalityIndian
- Marital StatusSingle
- Languages KnownEnglish, Malayalam, Tamil
- Permanent AddressCheethodi H, Pantharangadi PO, Pin- 676306