

Sangeeta Anthony Gnanamalai

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Expertise Summary

- Total work experience is 8 years.
- 8 years of experience in full lifecycle of Recruitment as an Senior IT Recruiter
- E2E recruitment.
- Team Handling
- Client handling
- Have exposure on recruitenting for fulltime.
- Managing the complete recruitment life cycle for sourcing the best talent from diverse sources (portal, LinkedIn, Social media, Internal employee reference) within stipulated time
- Mentored and coached junior and new recruiters
- Pre-Screening profiles and short listing candidates based on their skill set
- Interacting with technical panel to schedule the interviews
- Handling first round of HR Interview in order to assess the candidate suitability
- Maintaining MIS reports of the recruitment, selection and rejection
- Coordinate with client and candidates
- Post offer negotiations-Role, Salary, Location and DOJ
- Rollout offer letter
- Follow-up with the candidates till he joins
- Work closely with the business to understand the requirement, skill and expectations.
- Responsible for end to end recruitment cycle starting with search, Screening & qualifying potential Candidate with assessment of interest, co-coordinating interview with panel, salary negotiation, documentation for background verification /Offer generation and on-boarding
- Conduct and Manage weekend drive for bulk hiring.
- On-boarding and Induction for Employees and contract employees.
- Hands on experience with end to end IT recruitment by using ATS Process- receiving the requisition through ATS & having an intake session with hiring manager about job requirement & Posting the job through ATS & updating the latest updates about the process & candidate information in it.
- Formatting resumes before submitting to the clients
- Communicate candidate on the recruiting process and the roles involved in the process.
- Coordinating for offer/appointment letters as well as ensuring the completion of joining formalities and maintenance of all the records generated as per the closures.
- Follow-up with selected candidates to confirm their DOJ and keep a track of the same
- Interview scheduling and coordinating for Technical and HR round.
- Raise job requisitions in Taleo and validation for the Job description
- Duplicity check for candidates submitted through employee referral and consultancies.
- File audit for employee and contract files and resolving discrepancies.
- Validating documents submission and creating offers in system and extending the same to candidate.
- Done training in SAP SuccessFactors

Qualification:

- MBA degree - April 2004 specialization in HR & Marketing from KLES Institute of Management Studies, Hubli.Karnataka University.
- B.com degree - May 2002, from Gogte College of commerce, Belgaum, Karnataka University.

Skills:

- SAP-ABAP, CRM, HCM, FICO, HR, SD, MM.
- Informatica, Teradata, Tableau, Bigdata, Hadoop, , Cognos, Business Objects, Qlikview,
- Manual, Automation, Selenium Testing, , DB Testing, Performance Testing
- Net, Java, Core Java, SharePoint, Full Stack developer, Mobile application developer, Oracle/SQL/PLSQL Developer, , Sales force Developer, Web methods Developer, NetSuite Developer, Service Now developer.
- Done training in SAP SuccessFactors

Work Experience:

- Working with **Qentelli** as Sr. IT Recruiter from June 2021 to April 2023
- Worked with **Adroit Infotech** as Sr. IT Recruiter from June 2018 to May 2021
- Worked as **Freelancer** – from Feb 2017 to March 2018
- Worked with **HSBC Software**, as HR Coordinator from Feb 2014 to Dec 2014.
- Worked with **I-Quest Consultants**, as Associate Team Lead from June 2010 to June 2012.
- Worked with **Digisol Technologies**, as IT Recruiter from July 2006 to Jan 2009.

Personal Vitae

Date of Birth	:	15th Oct 1978
Sex	:	Female
Nationality	:	Indian.
Marital Status	:	Married.
Language known	:	English, Hindi, Kannada, Marathi
Hobbies	:	Listening to Music, Reading.

Date :
Place :

(Sangeeta Gnanamalai)