

## **RESUME**

**Krupa Muralidharan**

**Contact: 8547096109**

**Email Id: beetelbee123@gmail.com**

---

### **Career Objective**

To create a niche for myself in the field of Human Resource, be involved in managing recruitment projects which harness the skills I have acquired during my career and ultimately provide value addition to the organization and clients.

### **Summary**

A passionate HR Professional with around 7 years of experience

Having hands on experience in end to end Technical recruitment and Talent acquisition with a strong passion to connect talent with the opportunity.

Also have been major part of Non IT Talent Hiring especially for Senior roles.

Recruiting IT professionals across locations through sourcing, networking, referrals, and expanded Internet sourcing.

Quick learner, team player, confident and ambitious.

Understanding the requirement provided by the Hiring managers and identifying the candidates suitable for that opening on the basis of mapping of the profiles with the requirement.

Expertise in the areas of Recruitment, Team Handling, Interviewing, Delivery Interaction, Salary Negotiation, Team Management.

Possess strong technical / business acumen and understanding of requirements.

Qualitative result-oriented, efficient team player and progressively responsible experience in Human Resource

Independent with managing time, resources, time-sensitive requests with quick response to deliver results effectively.

Proficient in Mass Hiring and Niche Skill Hiring.

Handled Leadership, Senior, Midlevel and Junior level positions in IT Skills And Non It skills.

Possess excellent communications and interpersonal skills.

Can Work Effectively both as a team member as well as Team Leader.

### **Professional Experience:**

**Jupiter Money(Amica Financial Technologies) ( 22<sup>nd</sup> March 2022 till date)**

**Senior Technical Recruiter**

**Responsibilities handled:**

Handling end to end niche requirement specifically in Tech Engineering. Also extended experience in Offer releasing, onboarding and other HR operations activities

End to end requirement planning, implementation of recruitment strategy based on need. Manage onsite interviews, recruit leadership and high level management such as Director of Engineering, SDET Manager, Staff SDET and Devops Manager roles.

Successfully closed roles for SDET Manager and Staff SDET Engineer. Also was able to contribute towards Production support and Senior production support roles

Partner with Delivery Managers/Hiring managers to define specific roles, technology, location and functional areas.

Develop and sustain strong relationships with management through proactive communication and commitment to understanding the services and needs of the assigned business lines,

Sourced candidates through LinkedIn, Instahyre, Employee Referrals, and Job posting through Lever ATS platform.

Leverage traditional method of sourcing and social networking and other channels to identify potential candidates and build pipeline.

Coordinate onsite/ video interviews and then Hires, schedule technical screenings

Salary negotiation with candidates and close positions by coordinating and sharing offer letters

Focused on creating positive candidate experience throughout sourcing and selection process.

**GE Healthcare Pvt Ltd. Bangalore ( 5<sup>th</sup> October 2020 till 17<sup>th</sup> March 2022)**

**Talent Acquisition Business Partner (October 20<sup>th</sup> 2021 till 17<sup>th</sup> March 2022) ( On Payroll of PersolKelly India Pvt.Ltd)**

Key responsibilities handled

- Handling the end to end recruitment delivery of Mid to senior level positions. Manage full life cycle recruitment; source, assess, and recruit candidates for a variety of positions at all levels
- Conducting robust intake calls and team calls with hiring managers to ensure solid understanding of the role and creating the interview plan. Partnering with hiring managers and developing a sourcing strategy for each role and regular communication and updates to hiring managers. Advising and partnering on the most suitable route to attracting and selecting candidates and deliver the agreed solution
- Developing proactive, creative sourcing strategies to attract top talent. Maintaining a network of outside contacts to identify and source top talent, such as LinkedIn Talent pool and other market insights.
- Helping recruiters in terms of making understand JD , effective sourcing and attracting right talents.
- Setting up weekly or monthly call to sync up on closing these niche positions and to plan the strategic outcome in creating backups and offer rollouts.
- Conducting HR interviews at PB and LPB band with experience of 4+ years of candidate. Making them understand about the benefits of the company and being part of the company
- Negotiating and extending offers of employment to selected candidates. Also in releasing offer through the system and follow up until onboarding of the candidate

- Operate at both a detailed and high level - view issues strategically, tactically and operationally
- Placing special emphasis on supporting GE's diversity objectives through diverse recruitment strategies. Utilizing GE's recruiting tools & systems to track all candidate information
- Effectively handling candidate experience, ensuring that it is positive and respect

**Senior Recruiter (6<sup>th</sup> April 2021 till October 20<sup>th</sup>, 2021) (On Payroll of PersolKelly India Pvt.Ltd)**

**Roles and responsibilities same as below**

**Technical and Non IT Recruiter (5<sup>th</sup> October 2020 till 6<sup>th</sup> April 2021) (On payroll of Hexagon)**

**Key responsibilities handled**

- Expertise in Niche requirements for HTCI Digital And HTCI Technical Hiring and Non Tech Hiring Understanding the requirement provided by the Business Managers and Hiring Managers and identifying the candidates suitable for that opening on the basis of mapping of the profiles with the requirement.
- Close Call with Hiring managers and TABP and supporting them throughout the process of candidate hiring.
- Proactively building and managing internal and external candidate pools
- Sourcing and pre-screening active candidates from online databases, contact lists, Workday platform and employee referrals.
- Actively using Talent pool in LinkedIn and creating projects and identifying candidates for niche skills
- Preparing specific sourcing reports to help recruitment team identify effective sourcing channels
- Acting as a point of contact providing a candidate care throughout the recruitment process
- Ongoing monitoring of the market and potential candidates
- Major source of hiring through Workday platforms, LinkedIn and other sourcing platform like Naukri.
- Closures for various Niche Skills Like Devops, AWS Azure, Docker, Kubernetes etc. Also handled other skills like DotNet with Angular2 and above versions, Informatica, Network Administration, DotNet Core, Mainframe Support and developments, MS CRM, SAP, RPA AI, with Automation anywhere and blueprism, EDI, SCCM, Testing, Fullstack, UI, Mainframe claims, React Native, Java front end and backend technologies. Also have handled Senior Sales manager, Business manager and Project manager level , Pre Sales lead, Accounts Manager and Sales Hiring.

**Achievements:**

- Have achieved the set targets on Monthly basis
- Worked on Multiple Business Units/Skills
- Having a good track record of Offers rolled out for these positions.
- Received Appreciation from Higher Managers for sourcing some very niche profiles within the committed time period.
- Received Appreciation from Delivery Lead and Head for closing out critical /niche requirements with a good turnaround time and rolling out multiple offers in short time period.

## **UST Global Pvt Ltd. Trivandrum (July 2018 - February 2020) - Senior Associate Recruiter**

### **Key responsibilities handled**

- Handling recruitment process for different Competencies. Responsible for the hiring at all levels.
- Analysis on the requirements, preparation of the plan of action along with Business Competency heads and Managers to achieve the set targets on monthly basis.
- As Technical Recruiter I am handling - Sourcing, Short-listing Profiles, Candidate Tracking and Follow-ups.
- The job includes both initial screening and qualitative analysis of the short-listed profiles, would take care of the HR Issues like Present Employer, years of Experience, Education, Current CTC, Location Preference, etc.
- Interview Coordination.
- Maintaining a steady pipeline of active candidates and quickly providing profiles to meet BU requirements.
- Generating and maintaining database of candidates.
- Experience in navigating through various job portals (Naukri, Monster, LinkedIn, and other portals). Free Job boards, Networking Groups, cold calling, head hunting.
- Providing Best Services to Different Accounts and Verticals till The Candidates Join the Company.
- Recruiting for all levels of candidates, from Developers, Leads, Architect and Project Managers
- Closures for various Niche Skills Like Devops, AWS Azure, Sharepoint , SDFC Salesforce . Also handled other skills like DotNet with Angular2 and above versions, Informatica, Network Administration, DotNet Core, Mainframe Support and developments, MS CRM, SAP, RPA AI, with Automation anywhere and blueprism, EDI, SCCM, Testing, Fullstack, UI, Mainframe claims, React Native, etc.
- Also have been major part of Non Tech verticals like Sales Lead, Accounts Lead, Business Heads and Project Managers.
- Have handled different Verticals like BFSI, Healthcare, Manufacturing, RMD, TMT, Semicon and different other verticals.
- Have been able to get exposure and enhance my skills working for different accounts like Philips, Dell, Anthem, Experian UK, Intel Walmart, Cisco, Wesco, Maersk, Schrodgers, Nissan, Innovation, Legato, Penang Malaysia , EYGDS, KPMG,etc

### **Achievements:**

- Have achieved the set targets on Monthly basis
- Worked on Multiple Business Units/Skills
- Having a good track record of Offers rolled out for these positions.
- Received Appreciation from Higher Managers for sourcing some very niche profiles within the committed time period.
- Received Appreciation and Certification of “Execution Mindset” for closing out critical /niche requirements with a good turnaround time.

### **Previous Work Experience**

#### **Timetronic Management Consultants Pvt.Ltd, Trivandrum (March 2016 -May 18)- Senior Executive Recruitment -IT**

##### **Responsibilities**

- Handling entire IT recruitment for Mid and Senior Level positions.
- Responsible for handling full life cycle of recruitment from sourcing, pre screening, validating and profile submission to the client, profile short listing, scheduling the interviews, closing offers.

- Sourcing suitable resumes according to the given requirement by the client from Job portals, Job posting, Mass mail
- Coordinating with clients, Offer coordination and On boarding formalities.
- Client handling, Negotiations and invoicing

#### **Skills handled:**

- Microsoft Technologies: .Net Technology, WCF, WPF
- Java Technologies: Core JAVA, J2EE, Spring, Hibernate, Swing
- Front end : HTML5, CSS, JavaScript, AJAX, JQuery
- Operating systems tools: Linux, Unix, Windows
- Languages: C/C++
- Databases: Oracle DBA, PLSQL, SQL
- Mobility: Hybrid and native applications
- Embedded Firmware: Embedded C, RTOS, UART
- Testing: Manual, Automation
- SAP Modules: SAP FICO, SAP BI, SAP BW

#### **Clients Handled:**

- UST Global
- IBS
- Happiest Minds
- Honeywell
- Tata Elxsi
- Allianz
- Bosch
- Ernst and Young

#### **ACADEMIC PROFILE:**

- M.B.A (HR) from ICFAI University.
- B.Com (Banking Insurance) from Thakur college of Science and Commerce, Mumbai University
- HSC from Thakur college of Science and Commerce, Mumbai University
- SSC from Thakur Vidya Mandir, Maharashtra Board

#### **Other Computer Skills**

Operating System : Windows 7  
 Packages Known : MS Word, Excel, Powerpoint, HTML, Tally ERP.9

#### **PERSON DETAILS:**

Name : Krupa Muralidharan  
 Father's Name : Muralidharan  
 Sex : Female  
 Marital Status : Single  
 Nationality : Indian  
 Date of Birth : 22/06/1990  
 Languages Known : English, Hindi, Marathi, Malayalam, Tamil  
 Permanent Address : FC1 Travancore Residency, Mudavamughal, Poojapura. Trivandrum 695012

Place: Bangalore.  
Date :