

PROFILE

Having 4 years of experience in HR as Recruiter Handling End to End Recruitment, sourcing, screening, scheduling, offer roll outs, employee referrals, vendor management, screening, interview scheduling, HR discussions, offer negotiations, interaction with hiring managers, preparing recruitment dash boards, stakeholder management, joining formalities.

CONTACT

PHONE:
+91-9886620566

EMAIL:
sunil.mrecruit@gmail.com

Personal Details

DOB: 10-03-1997
Marital Status: Single
Address: #6, 1st main, Vinayak Nagar, K.S Town, Bangalore - 560060

HOBBIES

Exploring Gadgets
Badminton
Cycling
Music
Traveling

Sunil M

IT Recruitment | Account Manager

EDUCATION

BESIT, Bangalore

Diploma (Mechanical)

(June'13 – May'16)

Priyadarshini Vidya Kendra, Bangalore

Schooling

(March'12 – April'13)

PROFESSIONAL SUMMARY

Recruitment Professional with over 4 years' experience in Strong recruitment strategies factors and enduring relationships with internal and external stakeholders that encompasses global Services teams.

- Drive and manage full life-cycle recruitment process, Work closely with hiring managers at all levels.
- Provide accurate and timely reports and communication to management, and Human Resource Business Partners.
- Create job requisitions and accurately manage candidates through the recruiting workflow in applicant tracking systems.
- Working with Recruitment Partners to establish strong working relationships.
- Identify and submit qualified candidates to Client Hiring Managers based on the provided job description.
- Involved in offer management and pre-employment process management, including reference checks.
- Work with the Talent Acquisition Manager on best practices.
- Create and execute sourcing strategies to fill current openings and help build a healthy pipeline of qualified candidates for future openings.

Organizational Experience

July 2018 -Jan 2020

Dayspring IT Services

Designation: Senior IT Recruiter

Mar 2020 -Mar 2021

Growel Softech Pvt. Ltd

Designation: IT Recruiter

Mar 2021 -Mar 2022

Inventech Info Solutions

Designation: Consultant TA

April 2022 – May 2023

Ubique Systems Pvt Ltd

Designation: Account Manager

Key Result Areas

- Involved in end-to-end recruitment process.
- Strong technical aptitude and understanding.
- Diverse experience of industries with a history of achievement in new account acquisition, client relationship management, customer loyalty and retention. Performance driven with a proven track record of building & leading highly successful teams and with the ability of consistently growing business.
- Posting client open requirements in different portals for quick response
- Identifying suitable candidates quickly for client submission, screen candidates, negotiate bill rate, coordinate interviews and complete relevant documentation
- Worked on Contract, C2H & permanent staffing.
- Scheduling interviews, Follow-ups, coordinating the interview process, on boarding the candidates.
- Screening and validating the resumes.
- Preliminary interviewing of candidates.
- Responsible for Quality Standards and Delivery on time.
- Setting up interviews of short-listed candidates with the clients.
- Coordinating directly with the candidates from interview process to till joining.
- Posting job in portals and Networking sites based on the JD.
- Maintaining all data in Application Tracking System (ATS) and Parsing resumes in Talent tracker.
- Documentation and collecting relevant documents from the selected candidates, getting their Candidate Information forms, background verification form and the salary Slips to initiate the offer process.

Clients Worked

HCL, L&T Infotech, Tech Mahindra, Cognizant, Mindtree, Infosys, Wipro, British Petroleum, NESS Technologies, ITC Infotech, Capgemini, Saggezza, Persistent Systems, UST Global, DXC Technologies, TCS, KPIT, L&T Infotech, TRUglobal, Equifax, Infovision Labs, Sakhatech, Nimbus Systems.

I genuinely declare that all the facts mentioned above are true to my faith and I am answerable for its accuracy.

Date:

Place: