

# M. Siva Prakash

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Tiruchirappalli (Trichy), Tamil Nadu

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## OVERVIEW

A Recruitment professional with 1.6 years of experience in recruiting and handling the Recruitment Life Cycle / End-to-End Recruitment process such as sourcing, screening, shortlisting, scheduling, salary negotiation, follow-up.

## WORK EXPERIENCE

### 3Insys Software Solutions

03/2023 - 06/2023

#### Technical Recruiter

- Worked in IT Recruitment / Technical Recruitment for the client side.
- Sourcing the candidates from job portals and other sources like Naukri, LinkedIn, Internal database, Employee referrals.
- Job posting in LinkedIn to attract suitable candidates.
- Experience in Boolean search and Mass mailing.
- Screening and shortlisting the profiles by doing preliminary checks.
- Scheduling the candidates for face-to-face / virtual interview.
- Negotiation of salary to match the client's budget.
- Providing feedback to the candidates post interview.
- Responsible for follow up the candidates until the end results.
- Maintaining and updating the daily call data and daily processed data.

### Culminant Outlook

01/2022 - 02/2023

#### HR IT Recruiter

- Involved in Internal hiring and Domestic IT Recruitment for the client side.
- Sourcing the candidates from job portals and other sources like Naukri, Monster, Internal database, Employee referrals.
- Experience in Boolean search and Mass mailing.
- Screening and shortlisting the profiles by doing preliminary checks.
- Scheduling the candidates for face-to-face / virtual interview.
- Negotiation of salary to match the client's budget.

- Providing feedback to the candidates post interview.
- Responsible for follow up the candidates until the end results.
- Submission of daily / weekly / monthly productivity reports.
- Uploading the daily call database in the company's internal portal.
- Sharing the weekly shortlist / offered / joined candidate's details through mail.

**EDUCATION**

MBA - 2020  
Jamal Mohamed College,  
Bharathidasan University, Trichy

**KEY SKILLS**

- End to End Recruitment
- Job Posting
- Data maintenance
- Recruitment Life Cycle

**COMPUTER SKILLS**

- MS Word
- MS Excel
- Job Portals
- Client Portals

**LANGUAGES**

- Tamil
- English

**REWARDS**

- Won monthly Incentives on May 2022 and February 2023
- Gave shortlists and closures for companies with Level 5 and MNC's.
- Gave one closure on Internal Hiring.