

RESUME

DIVYA BHARATHI. D

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Career Objective

To work with a reputed organization in a position where I can develop and utilize my versatile skill set, add demanded value to the organization I work for and thus to prove my worth.

Work Experience

Qualitest – Technical Recruiter (Associate) – (4th Jan 2022 – Present)

- Responsible for end-to-end recruitment process. Source, screen, and interview candidates
- Manage job postings
- Source and recruit candidates for top clients like **Meta (Facebook), Microsoft, Google, Amazon**, and few other clients as well
- Supported as recruiting coordinator to senior HR managers in BGC and onboarding candidates.
- Hands on experience working with several **Applicant Tracking System (ATS) such as Bullhorn, SmartRecruiters, SuccessFactors and Workable**
- Recruited for US, UK and EMEA regions as per the client requirements.

NTT DATA - HC & Insurance Operations Sr Associate – (27th May 2020 – 21st Dec 2021)

Responsibilities:

- Worked with Life Insurance Project – FGL (Fidelity & Guaranty Life Insurance)
- Handle client calls and escalation calls
- Schedule weekly update calls with clients
- Handle customer/client enquires through email chats and calls regarding policies updates
- Handle internal recruitment and training for new hires
- Supported as recruiting coordinator to senior HR managers in scheduling and onboarding candidates
- Handle Quality Check for the processed policies
- Coordinate with business analyst for process improvement plans

KGISL – US IT Recruiter – (12th FEB 2018 – 22nd APR 2020)

(Handled UK, US, APAC & EMEA region recruitments) - (28 Hires in 2 Years)

Responsibilities:

- Source, screen, and share quality profiles using different recruitment/sourcing channels like LinkedIn, CareerBuilder, Monster, Dice & Indeed

- Create job postings for effective results
- Responsible for end-to-end recruitment process for the qualified candidates based on requirement and schedule them accordingly for an interview
- Supported as recruiting coordinator to senior HR managers in scheduling and onboarding candidates
- Handled recruitments for **UK, US, APAC & EMEA** clients
- Hands on experience working with several **Applicant Tracking System (ATS)** such as **Bullhorn, SmartRecruiters and SAP SuccessFactors**
- Worked for full time & contract roles based on client requirement
- Handled recruitment for fortune 500 companies (Pharmaceutical, Sportswear brands, nanotechnology companies)
- Proficient in using MS Office suite
- Have knowledge of various taxation policies relating to C2C, W2, 1099 etc

NTT DATA - Customer Care Voice - Senior Representative – (21st Nov 2016 – 30th Nov 2017)

Responsibilities:

- Make outbound calls to US insurance companies to verify eligibility and benefits of patient's insurance policy
- Will verify and initiate authorization for medical procedures both in-house and scheduled accounts based on ICD 10 & CPT code as it is mandatory to get the claim processed for payments
- Estimate liability for scheduled procedures and some other procedures based on their insurance plans and CPT code
- Verify preventive/screening benefits for Mammogram and Colonoscopy

Educational Qualifications

| Course | Name of institution | Board/ University | Year of Passing | % of Marks |
|---------------|---|--------------------------|------------------------|-------------------|
| BCA | VLB Janakiammal College of Arts & Science, Coimbatore. | Bharathiar University | 2015 | 80.09 |
| H.S.C | Vimal Jyothi Convent Matriculation Higher Secondary School, Coimbatore. | Matriculation | 2012 | 72.66 |

Seminars/Workshops

- Attended one day seminar on “ANDRIOD” held on 12th July 2013 at VLB Janakiammal College of Arts & Science
- Attended one day seminar on “DOT NET FRAMEWORK” held on 26th August 2014 at VLB Janakiammal College of Arts & Science

Achievements

- Won 2nd prize in Presenting a Paper about “OPEN-SOURCE TECHNOLOGY” held on 29th January 2013 at VLB Janakiammal College Of Arts & Science
- Won 2nd prize in Presenting a Paper about “GREEN COMPUTING” held on 5th April 2014 at VLB Janakiammal College of Arts & Science
- Participated in inter-college competition on presenting a paper about “GREEN COMPUTING” held on 7th February 2014 at SNS College of Arts & Science
- Selected as best employee twice for consistent performance while working with KGiSL

Declaration

I hereby confirm that the information given in this form is true to the best of my knowledge and belief.

Place: Coimbatore.

Date:

Signature
(DivyaBharathi. D)