G.S.VIDYA
Senior Technical Recruiter- Immediate Joiner

To associate with vibrant organization which allows me to put my competencies to the best use and add value to the organization contributing to growth as an individual.

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📍 KCC Nagar, Bagalur Road, Hosur 635109, India

SKILLS

- End To End IT & NON IT Recruitment
- Sourcing Specialist
- Client Handling/ Client Acquisition
- Team Management
- Online Marketing
- Vendor Management
- ATS
- OUTLOOK
- MS OFFICE

CARRER SUMMARY

- A dynamic professional with almost 4 years of experience in End-to-End Recruitment Cycle
- Experienced in Full Lifecycle Recruiting Process like **Screening** resumes short-listing potential candidates, conducting interviews, negotiating salary, follow ups with candidate post joining.
- Experienced in **sourcing** candidates through job boards such as Monster, Naukri etc. and also through social media like LinkedIn.
- Good understanding of various IT and Non-IT Technologies and emerging Technologies in the marketplace.
- Good knowledge in Negotiating the salary package with candidates and able to analyze Job descriptions and job specifications.
- Experience in **sourcing** consultants on Contract basis and contract to hire basis Full-time positions.
- IT recruiting experience with a successful background **sourcing** candidates from a wide range of technical disciplines (developers, database specialists, technical support, network engineering, project management, etc.).

WORK EXPERIENCE

1- Nityo Infotech-Senior Technical Resource Executive (Technical Recruiter)
03/2022- 5/2023, Bangalore-Remote
[Reason to Leave the company: Recently lost my father-in-law and looking for remote but company is looking for onsite so I left]

Roles and Responsibilities

- Responsible for full recruitment lifecycle hiring process; sourcing for candidates, pre-screening, qualifying, interviewing, and hiring for the International Clients and domestic Clients-Permanent, C2H, Contract Positions.
- Responsible for Client Handling as SPOC
- Handled a team of 3 members.
- Sourcing profiles from various recruiting sources like Company database, Job Portals-Naukri & Monster, Employee Referrals, and LinkedIn.

- Interacting with the candidates to ensure the suitability and interest of the candidate for the requirement.
- Short-listing profiles based on parameters set by the Hiring Manager and our quality standards.
- Presenting candidature report by analyzing the suitability of candidate's capabilities, interests, and negotiating the CTC.
- Documentation: collecting relevant documents from the candidates, getting their employment application forms, interview forms, background verification form and the salary fitment form to initiate the offer process.
- Involved in End-to-End hiring including salary-negotiation, date of joining, offer roll-out etc.
- Monitoring and maintaining of database on the basis for immediate and future requirements and generating a pool of potential candidates for current and future needs / Database Management, Preparing daily, weekly and monthly reports for review.

Technologies worked – Servicenow, ITSM, CSM, AWS, GRC, SECOPS, TSM, Devops, Skybox, XSOAR, SDET, Automation Testing, CMDB, ITOM, Gitlab, Github, Docker, Jenkins, Terraform, Security, Java, Data Structure, Multithreading, AWS Glue, QLIKVIEW/QLIKSENSE, Oracle HCM –Functional, Technical, Techno- Functional, JAVA, .NET CORE, DBA, SQL, PL/SQL, SQL,SAP ABAB HANA,IOS, Informatica, Automation Testing, Cucumber, Ansible, WEB SERVICES, MVC, XML, Data Science, Python, Spark, Sales, Cloud Sales

Positions worked – Servicenow Developer, Servicenow Lead Developer, Devops AWS SME, Servicenow, Architect, SDET Analytics, XSOAR Playbook Developer, XSOAR Technical Designer, XSOR Resident Engineer, Skybox Product Owner, Skybox Technical Designer, Skybox Developer, Skybox Resident Engineer, Oracle HCM, Absence Management, SAAS TECH SCM, SAAS TECH FINANCE, HCM BENEFITS, Fast Formulas, Extracts and reports, Java, AWS Glue Developers, QLIKVIEW/QLIKSENSE Developer, Java Architect, DBA, Network Engineer, SAP ABAB HANA,IOS Developer, Full Stack Developer, SAP TRM,SAP PS, Devops Architect, Informatica Developer, Automation Tester, Ansible Developer, JAVA DEVELOPER, Sales Manager, New client Acquisition Manager

CLIENTS HANDLED:-

Infosys- Australia, British Telecom- UK, TCS-Singapore, Deloitte-Singapore, IVY Comptech-India, Qlik-India, Oracle-Singapore, LTIMindtree, Tech Mahindra

2–INKNOWTECH- IT RECRUITER
02/2020- 03/2021, Bangalore
[Reason to Leave the company: Maternity Break]

Roles and Responsibilities

- Working closely with Hiring Managers to gain a comprehensive understanding of the hiring needs for each position and meeting competitive hiring goals and expectations.
- Responsible for handling end to end IT recruitment process for assigned technical requirements- Permanent, C2H, Contract Positions.
- Acted as SPOC-Handling client calls for gathering requirements and interview feedbacks.
- Closely working with the technical panel/ Hiring managers for scheduling interviews, candidate selection, and collecting the feedback of the candidates interviewed.
- Sourcing profiles from various recruiting sources like Company database, Job Portals, Employee Referrals, and LinkedIn.
- Verifying all the required documents to roll out the offer to selected candidates.
- Ensuring the periodic follow ups with the yet to join candidates and ensuring their joining on time
- Initiating the Pre BGV process for all selected Candidates to roll-out offer.

Technologies worked – Windows OS, Linux OS, Unix OS, Windows Server, Router, Switches, HUB, Outlook, Sybase, Sysops, ServiceNow, BMC Remedy, Mac, Fortigate, Palo Alto, ASA, CISCO, Sailpoint, software license management, Reconsilation, Complaince management, Check Point, Asset Management, Solarwind, MS 365, Snow, Sharepoint, IAM Concepts and forgerock. Support provisioning, de-provisioning, access validation, authentication, and troubleshooting.

SAML, OAuth, Open ID Connect protocols, IAM concepts such as Least Privilege, Privileged Access, Roles and Data mining.

Positions worked - Desktop Support Engineer, Server Support Engineer, Network Engineer, System Admin, Remote Support engineer, Helpdesk Engineer, VIP Support Engineer, Service Desk Engineer, Mac Support, International Voice Process, Problem Manager, Configuration Manager, Sybase, Sysops, Monitoring Engineer, Incident Manager, Cyber Security, Network Security, Linux Admin, Business Analyst, Information Security, IAM, CIAM Engineer, QA

CLIENTS HANDLED:-

BHARATHI AIRTEL, SYNPACK, ACCENTURE, MPHASIS, TIMES OF INDIA, CLARIFY, CPG, SAP LABS, ROBERT BOSCH

2 – VOLANTIS TECHNOLOGIES – SENIOR EXECUTIVE
09/2019 – 01/2020, Bangalore-Onsite
[Reason to Leave the company: Location Constraint]

Roles and Responsibilities

- ✓ Following the 360 degree end to end recruitment lifecycle starting from Requirements Gathering from the client till Onboarding of the candidates- Permanent, C2H,Contract Positions
- ✓ Briefing the profile and requirement specifications to the candidates, conducting initial screening in order to judge the candidate's suitability and evaluating candidates on their skill sets and communication skills, validating the candidates' interest on the requirement.
- ✓ Delivered friendly assistance to job applicants throughout interview process.
- ✓ Sourcing and scrutinizing initial round of interviews, follow up with prospective candidates.
- ✓ Handling Team of recruiters
- ✓ Sourcing relevant candidates through Portals-Naukri, Monster,Indeed database-ATS, referrals, Mass Mailing, etc.
- ✓ Keeping the candidates updated regarding the new job openings and taking their consensus regarding processing of their profiles.
- ✓ Coordinating between the HR/Managers etc and the candidate and arranging for the interviews
- ✓ Scheduling the candidates for the first and subsequent round of interviews.
- ✓ Addressing selected candidates queries and doing negotiation.
- ✓ Following-up with the selected candidates for offer acceptance, resignation, resignation acceptance and ensuring their joining onboard.

SKILLS WORKED:-
IT SKILLS:-

- **Java Technologies:** Java, J2EE, JSP, EJB, Struts, J2ME, Servlets, Swing, spring, Hibernate, Web logic portal.
- **Microsoft Technologies:** ASP, C# and .Net, VB.net, ASP.net, MVC, WCF, WPF, Share Point, Azure.
- **ERP Skills:** SAP, PeopleSoft, Oracle Applications.
- **Database:** Oracle, SQL, PL/SQL, DB2, Big data.
- **Mobile Applications:** Android, IOS.
- **Others Programming Languages:** C, C++, COBOL, Perl, Python, Agile (Scrum).
- **Infrastructure:** Windows Admin, VMware, Windows Exchange server, Cisco, Routing, Switching, AWS, Network Security, Network Admin, IP Telephony, Cisco-Voice, Network Architect.
- **BIG DATA:**Hadoop, Hive, Big Data, Hadoop Admin, Hadoop Developer.
- **Testing Skills:** Manual Testing, Automation Testing (QTP), Selenium, Performance Testing (JMeter), Functional Testing.
- **UI/ Web Technologies:** HTML, CSS, J Query, AJAX, Bootstrap, Angular JS, PHP, React JS.
- **Automotive** (Finite Element Analysis/ Computer Aided Engineering skills): Ansa, Hyper mesh, Primer, Abaqus, LsDyna, Nastran, Optic struct, Metapost, Hyper view.

- **Other skills set**:SAP SCM,SFDC,BI Architect, Devops, VMware, AEM and Pega developer, MSBI Developer, SAP FICO, SAP BI, SAP BO, SAP BW, SAP HANA, APO PPDS Consultant, SAP SECURITY, SAP GRC, SAP CRM.

NON-IT SKILLS: -

Sales Executive, Business Development Consultant, Business Development Manager, Presales Engineer, Inside Sales, Accounts Payable Associates, Process Associate

CLIENTS HANDLED:-

CAPGEMINI, VIRTUSA POLARIS, SOFTEK INDIA PVT LTD, CONTINUSERVE SOFTECH INDIA PVT LTD, IBM, ARTECH, PERITAS SOLUTIONS, CONTINUSERVE, VMOKSHA TECHNOLOGIES, VIRTUSA POLARIS, TENR

3 - DYNAMIC SS ENGG CO.PVT LTD– HR EXECUTIVE

02/2018 – 08/2019, Chennai-Onsite
[Reason to Leave the company: My Marriage, Moved from Chennai to Hosur]

Roles and Responsibilities

- Understood the requirements by thoroughly studying the JD for the current openings.
- Sourced CV's through various job portals like Naukri, Monster, Shine and social networking sites like LinkedIn.
- Shortlisted relevant candidates and took their telephonic rounds.
- Took their preliminary face-to-face HR round to understand how suitable they would be for the current roles.
- Arranged interviews with relevant Department heads and took feedback for the same.
- Salary negotiation and final offer given.
- Completed all joining formalities for selected candidates: Dossier filling, documents collection, reference checks, salary account opening, Induction given & introduction to team.
- Ensured smooth on-boarding of the new employees.
- Handling Joining and Exit formalities.
- Handling Employee Database (both in Soft form and File management)
- Provide induction to new joiners and explain about leave, Company policy.
- Work closely every month with an Accounts team for payroll process.
- Responsible for preparing Attendance report using MS Excel.
- Responsible for preparing appointment/offer letter, Increment/Promotional Letter, Relieving & Experience Letter.
- Document PF and ESI records and share monthly entry & exit records to PF officer.
- Maintaining healthy employee relations, handling employee grievances.
- Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

SUMMER INTERNSHIP

Organization: LIVE CONNECTIONS - IT RECRUITER
Period: 60Days

Roles and Responsibilities

- Handled the tasks of screening, selecting and submitting candidates to job orders within a defined discipline.
- Assigned the tasks of utilizing on-line database, candidate referrals, internet and networking to identify potential candidates.
- Assigned the tasks of negotiating offers with candidates to meet target gross margins of the organization..
- Responsible for Recruitment Operations like assigning online tests, downloading reports, preparing documents for interview, interview follow up and scheduling.

- Database Management and MIS reporting.

CLIENTS HANDLED:-

COGNIZANT (CTS), VERIZON, BNP PARIBAS, BNY MELLON, ROYAL BANK OF SCOTLAND (RBS), HCL, STANDARD CHARTERED, SOFTURA, INTELLECT DESIGN ARENA LTD, RAKSYS, FLEX TRADE

EDUCATION:-

- ❖ **Master of Business Administration - HR ,** B. S. Abdur Rahman Crescent Institute of Science and Technology, 07/2016 – 05/2018, 88%
- ❖ **B. Tech – CSE,** B. S. Abdur Rahman Crescent Institute of Science and Technology, 07/2012 – 05/2016, 88%

PERSONAL DETAILS

Languages Known - English, Tamil
Date of Birth - 17/09/1994
Spouse Name – R. Dinesh Kannan
Strength- Self-confidence, Self-Motivation, Optimistic, Willingness to learn new things, Adaptability to new environment

DECLARATION

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief.

PLACE: HOSUR
(G.S.VIDYA)