

SUJAY J

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11/07/1997

Thyagarajanagar, Bangalore – 560028

- **CAREER OBJECTIVE**

1. To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills.
2. A highly organized and hard-working individual looking for a responsible position to gain practical experience.

- **EDUCATIONAL QUALIFICATION**

<u>COURSE</u>	<u>SCHOOL/COLLEGE</u>	<u>YEAR</u>	<u>% OF MARKS</u>
SSLC	Mahila Mandali Vidya Samasthe	2013	65
II PUC	APS Arts, Science, Commerce College	2015	77
B.COM	APS College of Commerce	2018	77
M.COM	Surana College	2020	76

- **EXPERIENCE**

1. Norwin Technologies (July 19, 2021 – Feb 17, 2022)

US Onboarding Specialist

- Responsible for drafting offer letter and other US legal documents to the candidates.
- Keeping track of background verification of the candidate such as criminal, education, employment and drug test.
- Responsible for creating assignment in Ceipal and Zoniac of the candidate and storing all the legal documents including the offer letter.
- Drafting SOW, PO and WO of the candidates.
- Worked on W2, C2C (Corp to Corp) and IC (Independent Contractor) under multiple clients.

2. Aditi Consulting (Feb 21, 2022 – March 31, 2023)

Onboarding Coordinator

- Acted as a primary contact between the client service manager and the candidate.
- Updating the progress to the candidate's onboarding via text, emails and calls.
- Responsible for sending offer letter and other internal onboarding documents to the candidates.
- Sending daily updates to the client service manager's regarding the background check of the candidate.
- Worked on C2C and W2 candidates under Amazon, Expedia, Microsoft, T-Mobile, Intel, Bank of the West.
- Took responsibility of tracking errors from RM's and CSM's.

- **TECHNICAL SKILLS**

Certified with: -

- ✓ Tally ERP 9
- ✓ MS Office
- ✓ Web Designing
- ✓ SPSS
- ✓ Experience with intermediate video editing software such as Movavi, Filmora and Davinci Resolve 18. (Worked on object tracking, colour grading, key animations, ripple effects, audio mixing etc)
- ✓ Canvas (Creating YouTube banners, logos, short videos etc)

- **AREA'S OF INTEREST**

1. A conspiracy theorist on Extra-terrestrial species also known as Aliens.
2. Passionate researcher about Dinosaurs, Ghosts and Demons.
3. A video gaming addict who is fond and have played multiple AAA title games such as Call of duty, Assassins Creed, Far Cry, Paladins with record breaking 3000+ hours of experience in game.
4. Freelancer in computer software installation and repairs (New OS upgradation, storage partition, fixing BSOD etc)
5. Fan of Predator, Transformers, Marvel, DC and Avatar films.

- **OTHER ACTIVITIES**

1. Volunteered in a 3 days National level workshop seminar on “Data Analytics”. Learnt a pretty good insight on key aspects of data handling and statistical figures using SPSS software.
2. IIM Sponsored course passed and certified on R Programming.
3. Google sponsored course passed and certified on Digital Marketing.
4. Dissertation Project (Academics) - A study on construction of optimum portfolio using Sharpe’s index model. Where I conducted research on 5 different sectors of the industry, compared them and made a statistical data using the actual figures and obtained the results.
5. Participated in an event called “Say no to Plastic”.
6. Awarded as the “**Best Red cross Volunteer**” of Surana College.

- **Languages Known**

English – ★★★★★★
Kannada – ★★★★★★
Hindi - ★★★★★