

# SHARANYA

## A


HR RECRUITER



### SOCIAL


 facebook.com/


 twitter.com/

 linkedin.com/https://www.linkedin.com/in/sharanya-shayanam-234a7113

### INTEREST

 Cooking

 Music

 Yoga

### LANGUAGE

Title

Kannada ( Read, speak and write)

Tamil ( Speak)

Malayalam and Telugu ( Understand)

### OBJECTIVE

Approachable, dedicated and hardworking human resources coordinator with one years of experience seeks position as an Assistant HR manager with a company that values knowledge of the industry, the ability to implement improvements for employee satisfaction, exceptional work performance and previous work experience and hold one year experience as quality analyst ( debt recovery), five years of experience as senior team leader in banking industry(BPO).



#1832 18th main gm 3rd cross 4th T block jayanagar bangalore 560041



8050488118



sharanyashayanam@gmail.com



May 10th



Website

### EDUCATION

2014/06      IGNOU

2014/05      **M com**

The Master of Commerce (M Com) program by IGNOU provides a comprehensive curriculum focused on advanced studies in Commerce and Management topics. This program prepares students for professional careers in Finance, Auditing, Banking, and other related fields. It provides a solid foundation in related subjects such as Economics, Accounting, and Business Administration. Furthermore, it develops skills in research, communication, and problem-solving. This program has given me a comprehensive understanding.

2010/06      NMKRV DEGREE COLLEGE FOR WOMEN

2012/07      **B Com**

### EXPERIENCE

Hindi ( Avrg speaking and Read)

SKILL

Technical Skill - Computers, Ms Excel, Ms word.

Soft skills - Communication, leadership,probl em solving, adaptablity and time management.

Industry skills - Recruitment and selection, employee on bording, paper works, training and development, company policies,benifits, employee performance managment , HR record keeping etc

languages - Fluent in multiple languages hence there is much scope to handle many employee with mutilpe language such as kannada,tamil, hindi,telugu , malayalam

2014/12  
2021/03

FELIDAE INFO SEC PVT LTD  
senior Team leader

As Senior Team Leader in Felidae Info Sec Pvt Ltd, I am a highly motivated and experienced professional with a proven track record of leading a team of 10-15 people, ensuring smooth operational processes and delivering on tight timelines. I ensure adherence to ISO standards and best practices to ensure the highest quality of service. My strong communication and interpersonal skills enable me to successfully mentor and motivate team members to meet their objectives, As a senior Team leader my roles and responsibilities is to provide training to team members, identifying BQ performers and providing refreshment training sessions on required topics, maintaining weekly and montly call flow tracker etc.

2021/03  
2022/06

FELIDAE INFO SEC PVT LTD  
Quality Analayst

2022/06  
2023/09

FELIDAE INFO SEC PVT TLD  
Human resources recruiter

1. Job Posting and Advertisement: Creating and posting job listings on various job boards and platforms to attract potential candidates.
2. Resume Screening and Candidate Evaluation: Reviewing resumes and applications to shortlist qualified candidates.
3. Interviewing and Selection: Conducting interviews, either in-person or through video conferencing, to assess candidates.
4. Candidate Relationship Management: Maintaining a positive and professional relationship with candidates throughout the hiring process, providing updates, feedback, and responding to their inquiries.
5. Candidate Sourcing: Proactively sourcing potential candidates through various channels, such as social media, job fairs, networking events, and employee referrals.
6. Background Checks and Reference Checks.
7. Offer Negotiation and Onboarding: Extending job offers to successful candidates and negotiating terms of employment.
8. Recruitment Metrics and Reporting: Tracking and analyzing recruitment data, such as time to fill, cost per hire, and source of hire..
9. Compliance and Legal Requirements.
10. Continuous Improvement.