ABINAYA B

Bangalore 🏠

+91-9566664552 📞

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☰ OBJECTIVE

Reliable Technical Recruiter with 6 years of HR background in the technical recruitment arena. Resourceful and personable with the ability to achieve results and juggle multiple projects simultaneously. Detail oriented human resources professional who excels under tight deadlines, while anticipating and averting potential problems by proactively streamlining processes.

🎓 EDUCATION

M.B.A | Annamalai University, Chidambaram, TN.
2019-2021
HUMAN RESOURCE

B.Tech | Sathyabama University, Chennai, TN
2008 – 2012
INFORMATION TECHNOLOGY

HSC | Vetri Vikaas Hr. Sec. School, Salem, TN.
2006 – 2008
10th | Kamala Subramaniam Matriculation Hr. Sec. School, Thanjavur.
2006

💼 EXPERIENCE

Sourcing Specialist | **Accenture – Chennai, TN.**
04/2021-Till Date

- Creating Job Positing, screening candidates, shortlisting, and moving the candidates into the workflow till the candidates is offered and joined.
- Worked on requirements with Various skills sets like Cloud (GCP, Azure, AWS, Private cloud), Database, Service management, Administration, Development, Operations, Architect, Asset Management, Networking, Testing, Program and Project Management, Etc.
- Identifying potential candidates through various sources like Job portals (Naukri, Monster, LinkedIn), employee referrals, internal databases, reference etc.
- Accountable for the delivery to meet the recruiting demands based on the Recruiting Plan.
- Work closely with IB, TRSC, TFS, and HRSS teams to ensure adequate EI slots, CV sourcing and pipeline movement respectively.
- Plan and focus on achieving our key metrics like Diversity, Employee Referrals, Renege management, Alumni hiring etc. Skills & Qualifications Required.
- Reviewing the approving the Job postings which will be posted in the portal.
- Worked on high profile demands and niche skills.

IT Technical Recruiter | SRS Infoway- Chennai, TN.
04/2020-04/2021

- Review: Successfully reviewing the job descriptions to understand the needs of the hiring manager as well to ask questions that'll help you identify the right candidate(s).
- Having experience in Contract Staffing & Permanent Staffing
- Good Understanding in technical skills and roles.
- Identify: Sourcing and uncovering candidates through the right portals.
- Follow up: Keep the candidates in the loop by communicating them through e mail or call.
- Offered candidates resume to hiring managers to scrutinize or consider.
- Lead the recruiting plans for all open positions.
- Research new technologies.

04/2020 IT Technical Recruiter | Antal International - Chennai, TN.
10/2019 – 04/2020

- Understand: technology, technical roles and technical skills.
- Screening: Ascertaining the competence of candidates against a technical job description
- Interview: Meeting candidates in person, telephone, or video conference etc to assess their qualifications
- Giving induction program to new joined employees and also conducting Exist Interview for employees.
- Effectively used traditional sourcing methods, Career builder, Naukri, LinkedIn, Monster, Times Job and Hot Jobs to recruit candidates for existing openings as well as requisitions in the pipeline.
- Research new technologies.

Technical Recruiter | Themesoft India Pvt Ltd - Chennai, TN.
08/2018– 09/2019

- Have worked on internal hiring for our Software developing team.
- Have worked on niche skills.
- Follow up with clients on a daily basis to know about the interview status / Feedback.
- Complete follow up and coordination with candidates until on board.
- Maintaining and updating Dashboard to track applicants throughout various stages of the hiring process on time.
- Handled & played as a SPOC for different clients.
- Handled some Senior level position in CFO, Sr.
- Network Management & Overseas projects as well.
- Clients: Gavs, Born Groups, Automotive Robotics [Ari], Infrasoft Technologies, Tech Affinity, Intelliswift, HTC, Econ System.

IT Recruiter | KS Elements – Chennai, TN.
09/2016 – 05/2018

- Involved in full cycle of Recruitment Development Life Cycle (RDLC) like sourcing, identifying, telephonic interviews, screening, qualifying and negotiations, candidate selection and preparing candidate.
- Sourcing through active and passive ways from Naukri, LinkedIn, Monster, Indeed, Hirist and Reference etc.
- Analyzing the requirement of organization.
- Conducting extensive searches through job sites, job postings, internal database and search engines, etc.
- Analyze the quality people and contact them through phone, Email.
- Taking Care, the Formalities of Joining and Exist Procedure of the Employees.
- Maintained good relations with vendors.
- Worked with recruiting teams and human resources representatives to accomplish hiring objectives.
- Handle day to day Accounts works.
- Control and monitor all admin requirements.
- Monitor expenses of all purchases.
- Handle all other Admin related works Technologies Worked on.
- Wrote job descriptions with detail and accuracy.
- Followed up with candidates about decisions.
- Oversaw and managed on-boarding processes and programs to successfully integrate new, transferred and promoted employees.

SKILLS

- Sourcing
- Enterprise Resource Planning (ERP)
- IT market understanding
- Recruitment and retention strategies
- Talent acquisition strategies
- Records management
- Unit training management
- Offer negotiations
- Contract Staffing.
- Induction Program

ADDITIONAL INFORMATION

- Received a Multi Focused Employee of the Company Award from KS Elements for the Month of Mach 2017.
- Certification Course Completed in NIIT "Diploma in Java"
- Linguistic Abilities: English, Tamil, French.
- Hobbies: listening songs, classical dance, playing shuttle.
- Achieved pat on the back thrice in my carrier.