

CURRICULUM VITAE

Ms Prerna John

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Looking for either Permanent Remote or Temporary Remote for least min 8 months to One year due to personal reasons. Also looking for Long term opportunities only.

OBJECTIVE

Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities that provides me with challenging assignment, good career growth opportunities, stability and maximum utilization of my true potential & talent, where I can constantly upgrade my skills, take initiatives and work in a group or as individual that takes pride in values & practices that contributes effectively to the growth & development of the organization .

Education Qualification:

- **B.Com.** : IGNOU University ,Mumbai
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- **H.Sc.** : From Madhya pradesh state Board,Indore
- **SSC** – : From Madhya pradesh state Board,Indore

Additional Qualificatio:

Done IATA/UFFTA Management (Tkting,Ground staff,Reservations) course from NMIC institute,Indore (Mp).From Sep 2007-2009

Computer Skill: MS-Excel, MS-Word

Certification: **Linkedin & IT Recruitment**



Career Summary

- An expert HR executive with proven expertise in implementing the policy and procedure, recruiting and hiring & having **7.7 years of hands on experience into both Pan India & overseas recruitment into IT plus Non IT.5 years into IT and 2.5 years into Non IT.**
- Extensive experience and consummate achievements building multiple best-in class organizations.
- Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited.
- Demonstrates flexibility and adaptability in daily work and to changing strategies procedures.
- Pivotal contributor to senior operating and leadership executives, providing leadership for multiple acquisitions, from due diligence to conversion.
- Experience in handling different requirements on various technologies/profiles right from junior to senior to top most level.

CORE COMPETENCIES

- Experience in Maintaining MIS ,Exelare: Applicant Tracking System and Candidate database & ATS: Applicant tracking system to keep track of candidates and Comeet.
- Screening, Sourcing, Assessing the candidates & Client coordination.
- Experience in job postings in portals to attract potential candidates and in Mass mailing.
- Experienced in Naukri, Naukri gulf, Linkedin searches, Foundit,Shine Times Job,X-Ray Searches, search strings,Github, Stack overflow,Boolean searches, chrome extensions and Automations.
- Detail conscious.
- Quick learner.
- Effective communication skills.
- Ability to maintain interpersonal relations.
- Exquisite organizational & management skills.
- Confident.
- Flexible in work.
- Reliable ,Diligent, meticulous resourceful & Objective
- Good leadership skills.

- Good Rate Negotiation Skills & Convincing abilities

Work Experience:

Was working as a Talent Recruiter –IT Recruitment-Domestic Hiring at Expert Executive Recruiters || EER Global (Israel, US India),from April 2021 to March 2023.(reason of change- Suffered layoff)

Previous worked as a International Recruitment Consultant(Overseas recruitment)at ,Placement Expert (Executive search Firm) Mumbai from April 2018 to Dec 2020.Reason of change- Due to Covid situation)

Worked as a Hr Recruiter at , PARC kalite consultants Mumbai from March 2016 to Sep 2016.(Reason of change-After completing graduation joined this company and left due to bad health and fixing of marriage)

Worked as a HR Recruiter, Technical IT Recruiter at ITS software Pvt. Ltd. Mumbai from Nov 2010 to April 2013.(Reason of change- Had to complete Graduation)

Company : Expert Executive Recruiters || EER Global
Duration. : April 2021 to March 2023 (2 years)
Designation : Talent Recruiter –IT Recruitment-Domestic IC Role
Client company : Aqua Security Software Ltd (Hyderabad branch Remote)

Aqua Security is a **USA, Israel based &** software and a cloud native security company which provides container security on Kubernetes, docker, open shift, AWS & other container platforms, company is headquartered in US & Israel and in India it is located in Hyderabad (Hi Tech City).It is the largest pure-play cloud native security, that enables enterprises to secure their container based and cloud native applications from development to production.

Company profile.

Expert Executive Recruiters established in 2008 by the two Co-Founders Miri Gal Bort and Oded Rozenblum, have created the best formula for hiring the right staff for organizations. We have collaborated with many established companies all over the globe in a variety of industries and Expert Executive Recruiters cater the needs of customers from all over the globe, helping businesses hire smart, hardworking, talented and proactive employees. Our services include Global Recruitment, International Head Hunting, Sourcing & Recruitment Posting & Selecting.

We have a top sourcing team that are extremely methodical in gathering the talent pool that our clients require. Our global operations are an assurance to our clients that we can offer the most suitable candidates for any position. We use recruiting methods that focus on the clients' specific needs.We use a non-traditional method of attracting possible candidates & continue to maintain an ongoing long-term relationship with clients, colleagues and candidates.

Roles & responsibilities:

- ✦ Involved into full cycle recruitment process. Working individually & Independently in Min supervision on recruitment assignments for AQUA company with Manpower requirement from Middle and Senior Level positions for Normal and Niche Positions.
- ✦ Closed Niche & Direct positions of AQUA'S Ranging from 25 Lakhs to 42 Lakhs.
- ✦ Coordinate with the Hiring Managers (Business) for the clarity of requirements and to identify staffing needs
- ✦ Determine selection criteria.
- ✦ Involved into client coordination via Zoom calls and emails and Chats.
- ✦ Screening and scrutinizing profiles as per requirements.
- ✦ Providing Qualitative Candidates to Aqua within the Stipulated Time Frame.
- ✦ Searching Candidates from existing Data Base, Jobs Portals, social networking, professional networking and References.
- ✦ Interaction with the candidates and briefing them about the requirement.
- ✦ Uploading Quality Resumes Directly in Companies database **COMEET**. Which is a modern ATS with a built-in candidate pipeline. Its a cloud based Collaborative Applicant Tracking System, Sourcing, and Recruiting.
- ✦ Informing to potential candidates about available job openings through mass E-mail and Job postings.
- ✦ Lining up short listed candidate for interview.
- ✦ Post interview co-ordination with candidates & company.
- ✦ Final closure and regular follow up till joining of the candidates.
- ✦ Coordinating till the formal joining of the candidate in the company.
- ✦ Interaction with the client through zoom meetings.
- ✦ Act as a point of contact and build influential candidate relationships during the selection process
- ✦ Promote company's reputation as "best place to work"
- ✦ Assess candidate information, including resumes and contact details, using our Applicant Tracking System.
- ✦ Foster long-term relationships with past applicants and potential candidates
- ✦ Manage respective candidate pools to ensure qualified candidates remain engaged in current or future opportunities

Positions Working on:

DevOps Engineer, DevSec Ops Engineer, QA automation Engineer, QA architect, Software Developers & testers, Cloud QA Engineer, Security Data Analyst, Network technical Support APAC Manager – Site Reliability Engineers, React , Node js, Python, Go lang, Java, Front & backend, Cloud engineer, DevOps ,Gitops, Cloud Ops , Cloud Engineer and Full stack developer

Company : Placement Expert (Mumbai)

Duration. : April 2018 to Sep 2020 on Full time basis. Total 2.5 years(From Nov 2020 to Dec 2020 as a freelancer with Placement Expert on Pay Per CV Model.

Designation : International Recruitment Consultant(Overseas recruitment)

Company profile.

Established in 2011, rated by CRISIL in 2016, Placement Expert is One of the leading “Indian International Executive Search Firm” who have been Successfully Assisting Global Corporates in sourcing professional Category manpower Indian as well as other nationality’s Talent / Manpower & sourcing labor categories since 1979 (licensed since 1987). We are professionally managed, dynamic, vibrant, value based organization with exceptionally skilled, highly motivated human resources teams committed to total customer satisfaction & quality sourcing of talent from Over The Globe.

Job Profile

As an International recruitment consultant in Overseas recruitment. My role is demanding and diverse which involves:

- Recruiting for Middle East, Gulf, India & African countries for FMCG, Healthcare, Banking, IT, Hospitality, Education, Construction & Manufacturing Industries.
- Role was not only restricted to tap Indian candidates who are looking for job in overseas but also Indians working in abroad & other nationalities from -Indian Naukri portal, Mosnter Gulf & Naukri Gulf portal, LinkedIn depending upon the clients needs.
- Closed positions right from junior to mid & senior level ranging salaries starting from one lakhs to Two lakhs INR per month.
- Working on diverse and niche requirements.
- Was involved into client coordination via whats app groups ,emails and chats.
- Sourcing the resumes without job description with a few keywords & position name given by clients. Also does goggle research about any new n different keywords/position /designation/requirements provided by client. Also does Research into Clients Companies & developing a good understanding of their industry, what they do, their work culture and environment.
- Do job posting ,mass mailings of different requirements
- Use Strings , job portals, LinkedIn & Recruit'em to attract and connect with right candidates and build long term relationships
- identifying and approaching suitable candidates who may already be in work
- using candidate databases to match the right person to the client's vacancy
- receiving and reviewing applications, managing interviews and tests and creating a shortlist of candidates for the client
- requesting references and checking the suitability of applicants before submitting their details to the client
- briefing the candidate about the responsibilities, salary and benefits of the job
- preparing CVs and correspondence to forward to clients regarding suitable applicants
- organizing interviews for candidates as requested by the client
- informing candidates about the results of interviews
- negotiating pay and salary rates and finalizing arrangements between clients and candidates
- offering advice to candidates on pay rates, training and career progression

- Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programmes.

Requirments worked on :

Restaurant Housekeeping manager, Stewards, Housekeeping, Native English speakers Accounts, IT engineers & managers, Software developers, Testers, database admins, mobile app developers, Machine learning , Engineer, Sales, Accounts, Plant , Project Manager, AVP, CEO Industrial eng, carpet, Doctors, Nurses, Country manager, java, node , react php, surgeons, -To name a very few as worked on many different types of requirements in my whole 2+ years in my company.

Clintes worked with :

King Salman's palace, Middle East, gulf, Dubai, India (Very few) & African countries, Mauritius, scyshelles island for FMCG, Healthcare, Banking, IT, Automobile, Hospitality, Education, Construction & Manufacturing Industries, pharma, medical, Shipping and Many more.

Company : PARC kalite consultants(Mumbai)

Duration. : March 2016- Sep 2016 (7 months)

Designation : Hr Recruiter

Company profile. : "Professional, Ambitious, Reliable, Creative" Our approach is unique and gets result.

PARC Kalite is an Executive Search firm providing end to end solutions in the permanent staffing space. Kalite means Quality and Quality is all about commitment and excellent work from our end to both our clients and candidates. As service providers we recognise and believe in dedication, commitment and delivery, creativity and open communication. We enjoy what we do, aiming to bring the best results and solutions to clients and candidates.

Job Profile

- Helping clients to find suitable candidate to fill their vacancies
- Placing adds in job boards monster, naukri, Shine times job
- Making phone calls to candidates who are judged to be eligible.
- Describing the work duties, salary and benefits of particular vacancy.
- Doing background checks and verifying their references, work experience and academic qualifications of applicants.
- Screening, testing and assessing candidates.
- Developing relationship within interviewees.

- Receiving and reading through the CVs that jobseekers have sent into there recruitment agency.
- Arranging interviews with candidates who have been shortlisted for position.
- Drawing up shortlists of suitable candidates.
- Involved in negotiating the salary between the client and the candidate.
- Updating there recruitment agency database with the details of potential candidates.
- Assisting applicants with their interview techniques.
- Calling up candidate and informing them if they have been successful run successful in their application.
- Building own database of clients and contacts

Requirments worked on :

Asst.Restaurantmanager,Stewards,Chefdeparti,AccountsExecutive,MisExecutive,Showroom managers,Frontoffice,Customer careexe, CAs, ITengineers, MaintenanceEngineer,Salesprofiles,Accounts n Finance manager.

Clintes worked with :

Foodlinktechnologiespvtltd,pizzaexpress,godrejnaturebasket ,Hicareservicespvtltd, Marshall's,Crisil,KwalityDairyltd,Medimanagepvt ltd.

Professional Experience:

Company : ITS software Pvt. Ltd.,Mumbai

Duration : Nov 2010 – Till April 2013 (2.5 years)

Designation : HR Recruiter, Technical IT Recruiter

Company Profile : ITS Software Pvt. Ltd., A Division of Innovative Technologies Solutionware, Organization based in Mumbai commercial capital of India. The Group (Innovative Technologies Solutionware and ITS Software Pvt. Ltd.) is primarily focused on the IT Services on various vertical domains viz. Telecom, Automotive & Transport, Banking, Insurance & Finance, Computer Software, e-Learning, Industrial Manufacturing, Energy, Pharmacy sectors. Not only do we represent a wide models of businesses solution, but we remain Technically sound.

Job Profile:

(As a HR Recruitment executive/Consultant/IT Recruiter)

- Involved in process such as candidate sourcing, qualifying skills, interviewing candidates, fixing interview-scheduling, recruiting passive high caliber talent in the IT sector.

- Sourcing of relevant candidate through the database, job portals, references based on requirements.
- Responsible for handling contract to Hire positions.Third party payrolls.
- Posting classifieds in job portals,Using Mass mailing.
- Sourcing and shortlisting the resumes which meet the client requirement from monster job portal.
- Having preliminary discussion with candidate in order to judge the candidate's suitability, attitude, academic & professional qualification, experience, communication skills,Present n Expected CTC,Notice period,location/Re-location,availability for F2F or Telephonic Screening.
- Interaction with the candidates, briefing them about the requirement, salary,and to know their willingness.
- Regular follow-up with the candidates
- Discuss and negotiate the salary propositions with selected candidates.
- Interacting with prospective candidates and maintaining a pipeline for upcoming needs.
- Maintaining a database of all professional candidates' .Initiated successful shortlists, potential offers and placements.

Clients Handled : Mahindra Satyam , Tec Mahindra , Oracle Financial Services, Datamatics, Ernst & Young Global Shared Services

Requirements worked on:-

IT Requirements:

Testers , .Net Developers, Core Java Developers , Java/J2EE Developers , Web/UI Designer, PLSQL Developers , Application Packaging , Software Configuration Management (SCM,Clearcase/CVS) , Network Designer/Tester, QTP Test Engineer, Mainframes Production support (Mainframes experience, Cobol, CICS,JCL VSAM ,MQ series), SharePoint Designer 2010, Rational Testers , Network Administrators , Network Administrators, Primavera , Technical support Engineer , Technical Writer , Sharepoint ,,Database admin, Load testing,Performance testing QA Engineer,QC, Automation Test Engineer , Unix Shell Scripting , CCIE\CCNA Security , HR assistant, , Build Engineer , Remedy developer , Database Administrator, HPUNIX & AIX Admin, CCNA,WAN and Windows) , JAVA RESTFUL WEB -Lead Developer , Quality Analyst , Technical developer (Core Java, MVC, Hibernate), System Integrator , Oracle DBA ,Support Eng , PROJECT LEAD , AutoCAD Technical Support, APEX and PL/SQL Develop , UI/ Web / Graphic Designer, Jr. PMO, Peoplesoft DBA and Oracle DBA, Peoplesoft_AR Billing, Project Coordinator/ Business Operations - Analyst, Sterling Integrator profile-Administrator/Developer, .Net ASP Developer with SQL Server. Sibel, developer, C, C++,CCNP, CCIP,AB-Initio Developer,Testers in BFSI,Telecom domain,Technical Archetecture,Windows Admin,Oracle Apps DBA,,Linux(Red Hat linux,Admin,Autocad,,Oracle Pl sql & SQL,C#.net, Asp.net Asp classic, SAN Administration,BMC Remerdy Developer.

Non IT Requirements:

Travel Co-ordinator , Telephone/Receptionist , Transport Desk , Technical - Recruiter , Receptionist, Liaison Executive/Officer , Human Resources , Admin. Assistant, Finance Assistant., L1 Support Engineer, Accounting Professionals, Fire and safety officer,CAs

Personal Details:

Date of Birth : 18th April 1987

Martial Status : Single

Gender : Female

Language : English ,Hindi

Mumbai Address: Flat No 402,Building Name-Shreeji Avenue, Ramdev Park, Near Ramdev park Bus stand, Mira Road East, Mira Bhyander, Mumbai Thane Maharashtra. 401107

Native city Indore Address -B Block Building number B -03,Flat no 201, Building name- Gulmarg Pariser, near to Vidhyasagar school & pragya girls school.Bicholi hapsi road ,Badiya kheema,Bicholi mardana AB -bypass road. Indore Madhya Pradesh. ,Pin -452016

Declaration:

I hereby declare that the above information provided by me is true to the best of my knowledge.

(Prerna John)