Sathya Lakshmi G

HR IT Recruiter

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💼 2 Years 7 Months

> "
>
> **HR Recruitment Executive** with **2.7 years of Experience** in **End to End IT Recruitment** and strong business acumen and an in-depth understanding of the interview process..

◈ Key Skills

Sourcing Profiles
★★★★★

Screening Resumes
★★★★★

Schedule Planning
★★★★★

Background Verification
★★★★★

Offer Negotiation
★★★★★

Offer Generation
★★★★★

Onboarding
★★★★★

Cold Calling
★★★★★

ATS
★★★★★

Recruitment Life Cycle
★★★★★

followups
★★★★★

▤ Personal Details

Marital Status
Divorced

Gender
Female

Address
Urappakam,

▤ Profile Summary

- Orchestrated interview scheduling and candidate coordination from initial contact to onboarding, resulting in a 40% reduction in time-to-hire and ensuring a seamless candidate experience throughout the recruitment process

- Streamlined the interview process by implementing a synchronized scheduling system, resulting in a 50% reduction in time spent coordinating with candidates and an overall decrease in time-to-hire by 25%.

◈ Education

2014, Full Time
M.Tech, SRM Easwari Engineering College, Chennai, 84/10

2012, Full Time
B.Tech/B.E., SRM Valliammai Engineering College, Chennai, 64/10

2009
12th, Diploma, English, 85-89.9%

▥ Employment History

HR IT Recruiter
NITYO INFOTECH
Clients : UST Global, FIS Global, Cognizant,
HR Functions:
- Assisted with **Hiring Managers, Clients, and Business**
- Experience in **sourcing profiles** and **job postings, Mass Mailing, and Bulk Hiring.**
- **Screening profiles and** presenting them **to client interaction.**
- **Followup** and **coordination** with the clients
- **Scheduling Interviews Lined up 20**

- **candidates,** by getting Slots from the **businesses**,
- **Interview Modes: sent meeting requests** via **Outlook, Zoom & Skype, and Videocon.**
- Initiate **Background verification** and make sure the candidate fills out Background verification Documents on time.
- **Releasing the offer** after getting approval using the **Oracle Fusion cloud application**
- Maintaining **offer updates tracker** and ensuring candidate **joins** the organization.

Tool Competency:

Ust Global Oracle fusion cloud application
Hcl I tap Portal
Tcs Tcs Vendor portal
Nityo Infotech Talent Recruit Portal

HR IT Recruitment Trainee - PAN India
INNOVA SOLUTIONS
Clients : TCS, HCL
HR Functions:

- **Strategic Sourcing:** Providing end-end recruitment solutions - a Pan India basis by **understanding their Business objectives** and translating them into long-term talent requirements.
- Following Focused ethics in approaching candidates in **internal profile bank**, social websites like **Naukri, Monster, Linkedin, Glassdoors,** And as per client requirements
- Matching job description, cultural fitment, client budget and finding the right resource Management of the entire life-cycle of recruitment through the **TCS vendor Portal**
- Prepare **pre-offer stage documents/fitment sheets**
- Engage with the offered candidates for **onboarding,** per schedule.
- Assisting candidates in completing the process for **Background Verification** and **Documentation.**

Sourcing experience:
Talent Database Naukri, Monster, Indeed
Portfolio Database LinkedIn, Facebook, and Twitter
Internal References, Internal Repository, , Intranet Portal **Zoho Recruit.**