SOWMIYA NAGARAJ

TALENT ACQUISITION SPECIALIST

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OBJECTIVE:

Dedicated Talent Acquisition Specialist successful at managing full recruitment life cycle. Develops and implements customized strategies to meet specific position requirements and source qualified candidates. Offering 2 years of recruitment strategy development. Manage all phases of full cycle recruiting, from initial sourcing and screening and On-boarding. Creatively source high-caliber candidates by leveraging recruiting software, job portals, social media & employee referrals.

Core Competencies:

Talent Acquisition | Technical Recruiting |IT Recruitment |End–to–End Recruitment | Niche Hiring |Contract Hiring|

PROFILE SUMMARY:

- ✓ Around 2 Years of experience in End to End IT Recruitment Process, On-boarding formalities, Client Handling.
- ✓ Strong work experience in Recruiting IT Professionals across PAN India for all levels.
- ✓ Good working experience in handling direct sourcing through various channels.
- ✓ Daily, interact with Clients Hiring Managers, Technical interviewing panel members, follow-up Offered candidates.
- ✓ Recruitment Tools Naukri, LinkedIn, Referrals.
- ✓ Responsible for all weekend drives and co-ordinating with Clients closing for various IT Requirement's.
- ✓ Possess excellent Experience of recruiting and hiring processes including sourcing, screening, Scheduling Interview, tracking, Feedback gathering, salary negotiations and Onboarding.
- ✓ Responsible for sharing requirement with internal recruitment team.

PROFESSIONAL EXPERIENCE

PSRTEK PVT LTD

Talent Acquisition Specialist (June -2022 to May -2023)

Roles and Responsibilities

- ✓ Well Expertise in End to End IT Recruitment process.
- ✓ Coordinating with Hiring Managers to identify Staffing needs.
- ✓ Part of Recruitment team, dealing with clients for active requirements as individual & team handling.
- ✓ Ensuring quality profile submission to client on expected time of delivery.
- ✓ Experience in Hiring for Service and Product Based Companies in all levels.
- ✓ Interacting with clients directly for better understanding about the expectations.
- ✓ Rich experience in sourcing for niche skills.
- ✓ Worked from Fresher level to senior level.
- ✓ Conducting Initial level of screening via Telephonic, Video Call.
- ✓ Arranging Interviews For Shortlisted Candidates with client companies
- ✓ Scheduling & follow ups for interviews & coordinate with Clients.
- ✓ Follow up with candidates closely till on-boarding them successfully.
- ✓ 6 Months of experience into Contract Hiring.
- ✓ Maintaining Day to Day Candidates Details For Hiring and Interview Process
- ✓ Well versed in Maintaining Applicants Tracking Systems (ATS) to ensure and accurate up - to date candidate's information's.

Technical Skills:

- Programming Languages: Java, C, C++,.Net, PHP, SQL, XML and HTML.
- Java Technologies: Java/J2ee, Spring Boot, Micro services, Data Structures and Algorithms.
- Microsoft Technologies: .Net, ASP.Net, VB.Net, WPF, WCF, MVC, SharePoint.
- UI Technologies: Angular JS, Bootstrap, Node JS, React JS.
- Mainframes: COBOL,JCL,DB2
- Front End Tools: Java Script,(Node.js,Angular.js),CSS,HTML,Jquery.
- Backend Tools: Java, Perl, Python,PHP,Shell Scripting.
- Database: DBMS/DBA-Oracle, MS SQL Server, PL|SQL, PostGreSQL,DB2.
- Infrastructure & IT-Technical Support, Linux/Unix Admin, Oracle DBA.
- ERP,SAP(Functional/Techno-Functional)SAP Modules(ABAP, SAP BASIS, SAP MM, SAP SD,SAP ABAP on HANA, SAP ABAP Firori,HCM,SCM)
- Oracle Application: Oracle EBS,Oracle Apps
- Cloud Technologies-AWS, Azure, Devops
- Testing: Manual testing, automation testing, Selenium with Java, SAP Testing, Tricenties TOSCA Testing, Embedded Testing, Manual with Andriod Device Testing, Automation with Webdriverio,Javascript,Appium,Mobile Testing.
- Business Intelligence(BI)Tools: Power BI,Informatica,Datastage,Business Analyst.
- Digital Marketing -Content Writer, Technical Writer with Oxygen XML Editor, Arbor Text Editor,Adobe Frame Maker.
- Digital Media: Web developer, Designer, HTML, Adobe, Graphics, Video,
- Platform: Windows (Mobile/Web), Android, IOS, Linux/Unix, Mac.
- BFSI: Business Finance, Finance &Accounting, Financial Planning & Analyst, Finance Analyst, Tax Manager, Revenue Manger, Treasury Manager, Finance Controller, Finance Manager, Accounts & Travel Expense, Payroll Manger (US, UK, INDIA).

Major Clients Handled

NTT DATA, HCL Tech, Tech Mahindra, Hexaware, Birlasoft, Tata Elxsi, Coforge (NIIT Technologies), TMF Groups, Biocon, Syngene International, Mphasis, Virtusa.

On Time Solutions

Staffing Specialist (July -2021 to Sep-2021)

Roles and Responsibilities

- ✓ Coordinating with Hiring Managers to identify Staffing needs.
- ✓ Involved in End to End Recruitment Process.
- ✓ Maintaining Day to Day Candidates Details For Hiring and Interview Process.
- ✓ Used Companies Internal Database for Candidates information.

Technical Skills:

- SAP Modules(ABAP, SAP BASIS, SAP MM, SAP SD,SAP ABAP on HANA

- Java Developer,.Net,Automation Testing, Manual Testing,RPA

Major Clients Handled

Marlabs Innovation, HTC Global,Ciber

Jr. IT Recruiter (Jan -2019 to Oct -2019)

Roles and Responsibilities

- ✓ Coordinating with Hiring to identify the staffing needs.
- ✓ Involved in End to End Recruitment Process.
- ✓ Responsible for Recruitment process like Screening, Shortlisting, Follow ups on Candidate, Salary Negotiation and Closure.
- ✓ Recruiting the applicants through Job Portal.
- ✓ Interacting directly with clients to ensure the open positions and their expectation.
- ✓ Maintaining timely documentation of all conversations with candidates in Excel.
- ✓ Worked for Fresher level to senior level requirements.

Technical Skills:

- SAP: Modules:- ABAP, FICO,PP & QM,SD, MM, Project Manager, Project Systems, BASIS with HANA, ARIBA, HCM, P2P, EWM, Data Migration, WM, BW/BI, ABAP HR .
- ERP: Modules: - PeopleSoft Admin, PeopleSoft HCM,Oracle.
- Programming Languages: Asp.Net, .Net, MVC., PHP, Node Js, JavaScript (including JQuery and Ajax) HTML, Java(Core Java, Spring, Hibernate, Spring boot) CSS, Oracle PL/SQL
- Database: Oracle Apps Technical, Oracle DBA, Oracle SCM, Oracle Finance, Oracle EBS Suite, IBM Neteeza, Postgres DBA.
- Testing Tools: Manual, Automation (selenium)
- System Admin(CCNA, REDHAT Certified)

- Production Support: - Oracle PL/SQL, Data Wrangler (Production Support).
- Graphics & Animation: - Compositor, Roto Artist.

Major Clients Handled

Chain Sys, Ayan Tech Solutions, Sys Arc Informatics, RP Tech, Mes Tech, Cherry Tech, Bot Vfx, Lloyds Insulation, Adrenalin E-Systems, Accentran.

Education:

Masters of Computer Applications (MCA)   **Completed, May 2017**

Vels University

B.sc Computer Science   **Completed, May 2015**

Sri Kanyaka Parameswari Arts & Science College for women

Certification:

Completed a Certified course in .Net MVC Framework 4.

Skills:

- Self- Motivated
- Target Oriented.

DECLRATION:

I hereby declare that the information mentioned above is correct up to my knowledge and bear the responsibility for the correctness of the mentioned particulars.