

K Veena

Email Id: veenav3376@gmail.com

Mobile: 7483205810

Talent Acquisition Specialist with a passion for interacting with job seekers and clients.

5.0 years core HR Recruitment experience in the IT Sector for clients such as Telstra, Ness digital, Happiest Mind, Amadeus, E&Y, NTT Data, Capgemini etc covering both contractual as well as permanent openings.

OBJECTIVE: Seeking a challenging position with a reputed organization, which will provide me an opportunity to deploy my strengths, skills and at the same time, provide me the exposure to enhance my knowledge and capabilities.

WORK EXPERIENCE:

Outfox Enterprise From (Nov-2022-Oct -2023)

Senior HR

- Handled 6 Members of team.
- Handled 10+ clients requirement flow and addressing the requirements on timely basis.
- Closely worked with technical team for the requirements clarification.
- Daily basis scheduling the interviews, working towards maximum numbers of interviews completions.
- Work allocation and reports creation of productivity on daily basis.
- Closely follow-up for the profiles outflow and the interviews with the clients.
- Weekly reports generation according to the POA.
- Creating weekly and monthly target to the team members.
- Background verification, collecting documents, etc.
- Creating monthly payroll and attendance management.
- Employees grievances and maintain good workflow from department to departments.
- Documents gathering and maintain required data.
- Training for the new employees and induction program.

Client Served: Telstra, Ness Digital, Happiest Mind, DXC, Cirrus Lab, Terrabit, Wissen.

Scalene Work People Solution

From (Dec-2021-Oct-2022)

Senior Associate

- Hiring candidates for various accounts and practices for Amadeus Software Labs.
- Defining job positions, advertising vacancies, sourcing, screening, shortlisting, scheduling & assessment, shortlisting, Salary negotiation/ HR discussion, documentation & verification, BGV, offer letter extension, Post offer follow-up, query resolution and Onboarding.
- Talent mapping, niche hiring strategizing and market intelligence.
- Used Advance, Boolean search to source or identify elite IT / Engineering talent by using Company database, LinkedIn, Naukri, job posting, group, forum, and working with existing and past candidates to generate referrals.
- Managed several client accounts simultaneously and performed intake calls to understand client needs as necessary.
- Proficient in providing appropriate and timely guidance to other team members and colleagues.
- Handling weekend Mega drive at Pan India level independently for all skills.

Client Served: Amadeus Software Lab.

Worked skills: Project Manager, Automation, DevOps, Performance Engineering, Security Compliance, Developers (Front end /Back end, Full stack), QA.

Microgreen technology

from (Aug 2019-Aug-2021)

IT Recruiter

- Responsible for sourcing talented candidates according to the job description of the clients through internal databases, group referrals, job portals like monster.com, naukri.com etc.,
- Screening the profiles, shortlisting candidates, coordinating interviews and ensuring that resource needs for various projects are met within stipulated timeframe.
- Shortlisting the candidates as per the requirements of various parameters like education, experience, technical skills, communication skills, compensation etc.
- Conducting various screening procedures for the candidates
- Maintaining a database on various skills sets.
- Maintain weekly status lists of all activities i.e., candidates interviewed, screened and hired in Track sheet through excel sheet.
- Payroll, PF & ESI calculations, Generating UAN Number and applying PF.
- Sourcing of employees through online (Indeed.com) and offline processing.
- Conducting F2F interviews and placing suitable candidates in the right positions.
- Creating, maintaining and updating employee records for attendance and salary.
- Maintaining, recording, tracking and resolving employee grievances.
- Performance Appraisal and financial and non-financial compliments.

Client Served: Capgemini, NTT Data, IBM

Worked skills: Testing (Automation/Manual), Project manager, Performance testing, Infra admin (Windows/Linux), Active directory, SAP, Developers (Front end /Back end, Full stack. IOS, Android, Hybrid Etc.,..

Ratna Cafe

HR Executive

Jan 2018 to Aug 2019

- Worked as HR Executive.
- Payroll, PF & ESI calculations.
- Sourcing of employees through online and offline processing.
- Conducting F2F interviews and placing suitable candidates in the right positions.
- Creating, maintaining and updating employee records for attendance and salary.
- Maintaining, recording, tracking and resolving employee grievances.
- Performance Appraisal and financial and non-financial compliments.
- Played a pivotal role in maintain an excellent working atmosphere.

EDUCATIONAL QUALIFICATION:

- **MBA [HR & Marketing] from University of Calicut in 2017**
- **BSc [Costume Design & Fashion] from University of Bharathiar in 2014**
- **10+2 from State Board in 2011**
- **SSC from State Board in 2009**

PERSONAL DETAILS:

Name : Kanaka Veena

DOB : 5th Oct 1994

Languages : English, Malayalam, Tamil, Hindi

I here by state that the information furnished by me is completely true to the best of my knowledge.

Date:

(Kanaka Veena)

Place: