

SARANYA NAGARAJU

RECRUITER SPECIALIST, POWER BI, INVESTIGATOR & NETWORK PLANNER

PROFILE

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills

KEY STRENGTH

- Excellent analytical and problem-solving abilities.
- Hands on Experience in Telecom, Retail and Recruitment.
- Dashboard Creation, Cost Reduction, Forecasting, automating reports, built reports in Power BI.
- Hands on experience in Data Exploratory Analysis, Data visualization, Data Transformation. Etc.

WORK EXPERIENCE

TATA CONSULTANCY SERVICES

Information Specialist:

Apr 2015-Present

TELSTRA - PROJECT :

Key Qualification and Responsibilities:

- Worked on Customer requested products.
- End to End completion.
- Quality Manager.
- Connect with the customer.
- Solving Customer Queries.
- Solving Process related Queries within Team.

Key Qualification and Responsibilities:

- Process Improvement Plan.
- Received Appreciation from the Client and Customer.

BRITISH TELECOM - PROJECT:

Key Qualification and Responsibilities:

- Copper and Fiber Network Planning Process.
- Providing Planning instruction to the Engineers in UK to execute the network in Customer Sites.
- Gained process knowledge from different teams to support for their delivery.
- Quality Manager.
- Connecting with Engineer if needed.
- Provided training to the new joiners.
- Used to help the management in working with different process in an alternative day to achieve their Target.

PERSONAL DETAILS

Chennai

PHONE#

+91-8072561551

EMAIL:

Krishprem1801@gmail.com

SKILLS

- Power Bi
- Basic SQL
- Client and Customer Relationship
- Quick Learner
- Organized and Multitasking
- Trainer
- Recruiting
- Communication
- Scheduling
- Interviewing
- Quality Manager
- Problem-Solving
- Project management

LANGUAGES

English, Tamil.

Key Qualification and Responsibilities:

- Process Improvement Plan.
- Received Appreciation from the Client and Customer

RESOURCE MANAGEMENT GROUP & TALENT ACQUISITION SPECIALIST:**Key Qualification and Responsibilities:**

- Working as Recruiter for a particular Unit and handling overall Chennai region & US Geo. Handled recruitment for 200+ staffing professionals, temporary & contractors.
- Partnered with Business Unit to determine and understand their needs in order to locate candidates with the best fit.
- Regular In Contact with the Unit employees in terms of solving queries in related to their Conversion, Salary, Onsite opportunity, Internal system.
- Connecting with different Vendors for getting candidate Profiles.
- Developed Job Posting.
- Scheduling interviews in person Via Microsoft Teams.
- Assisting in hiring decisions and evaluation of candidates
- Completing all the salary justifications reports using internal and external market data (Vendor).
- Responsible for onboarding and processing new hires. Co-ordinating start date and hand off with the hiring managers.
- Managing and supporting all the offsite HR recruitment events.
- Developed a various dashboard in Tableau and Power BI, as per stakeholder and Management requirements.
- Process Improvements: Based on Work tracker, prepared a Power BI report. Find out the Efficiency of Employee, Workflow Status...etc.,
- Can able to Write the Complex queries in SQL.
- Supporting Business RMG head in terms of leading the team and document preparations.

Key Achievements:

- Successfully achieved job placement for more the 30 Tech and Non-Tech.
- Positions in a regular basis (Onboarding).
- Got Appreciation from the Head of RMG as well as from the Unit Head.
- Got Appreciation from the different Business Unit in terms of quick response as well as for closing their needs.

BARCLAYS SHARED SERVICES**Process Advisor:**

Sep 2012-Feb 2015

Key Qualification and Responsibilities:

- Worked on the mis-sold product.
- Documents collection.
- Deals with the customer for more information.
- Decision Making.
- Quality Analyst.
- Based on the process workflow - will release the payment and informing the customer.

EDUCATION

Computer Science, Bachelor of Science
SHRI.S.S.S.JAIN COLLEGE OF WOMEN, Chennai
May 2011

HSC
P.C.K.G.GOV'T.HR.SEC.SCHOOL, Chennai
Mar 2008

SSLC, Chennai
GEMINI.MATRIC.HR.SEC.SCHOOL,
Mar 2006