

Resume

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Summary: Highly accomplished and skilled with 4+ years of experience in Technical Recruiter/Sourer. With a proven track record of the success locating and identifying top candidates, with special emphasis on hard-to-fill positions for proposal bids. Build and maintain candidate relationships to ensure a consistent talent pipeline, proven ability to self-manage multiple positions by sourcing, screening, qualifying, coordinating interviews, preparing offer letters, negotiating and closing candidates. And 9+ months experience in ecommerce

Skills

Multitasking | Critical thinking | Proactive Detail Oriented | Recruiting pre employment screening | personnel recruitment Recruitment| Talent management Talent Acquisition Recruiting| Applicant Tracking| communication skills | Proficiency with Microsoft Office | interpersonal skills | Internal Database |Inventing growth opportunities | Team Management | Social Recruiting | Time management | Data driven and analytical | website data handing | Market research and analysis| | Designs using Canva| | Inventing growth opportunities| Documenting & Reporting | Agile Workflow| Thinking Brand Management |Creating Marketing Campaigns| | SEO/Copywriting

EDUCATIONAL QUALIFICATION

M.E CSE (2013-2015) Velammal Engineering College	8.23 CGPA
B.E CSE (2009-2013) Aalim Muhammed salegh college of engineering	7.48 CGPA
HSC (2009) I.C.F silver jubilee Matriculation HSS	77%
SSLC (2007) I.C.F silver jubilee Matriculation HSS	79%

CAREER SUMMARY

Company Revco enterprise pet Ltd Hong Kong

Position: E-com executive

Period: (June 2022 to till date)

Roles & Responsibilities:

- Listing and creating campaigns in Amazon market place
- Designing infographics, flyer ,banners and product images
- Keeping track of shipments in amazon
- Write and edit product content that will be published on e-Commerce websites/portals.
- Set standards, systems, and best practices for new product listings, content creation, distribution, and maintenance.
- Work closely with different teams to provide updated content that will be shared across e-Commerce platforms. (amazon, shofiy, wix, biz, motherschoice)
- Be a subject matter expert to assigned product categories.
- Identify SEO best practices regarding inventory, pre-orders, and pricing policies.
- Monitor changes in product sales by using web analytics and Excel spreadsheets, google sheets (pivot tables, lookups, etc) to stay organized.
- Ability to multitask and meet deadlines while maintaining attention to detail.
- Providing analysis and reporting on weekly/monthly sales, new product sell-through and offer code performance
- Analyzing sales-related data to predict future sales and concomitant stock requirements.
- Amazon marketplace management to increase business on the Amazon platform efficiently to increase sales.

Company: Accord techno care Pvt Ltd

Position: Senior technical recruiter (HR)

Period: Dec 2017 to March2021

Roles & Responsibilities:

- Recruiting new talent through sourcing candidates via online job boards, social media, referrals, job fairs, etc.
- Negotiating compensation packages and working with hiring managers to determine packages that will attract top talent while staying within budget constraints
- Interviewing candidates and assessing their fit for the position based on experience, skills, personality, etc.
- Coordinating recruitment efforts with other departments such as human resources to ensure that new hires are properly onboarded
- Reviewing resumes and screening applicants to identify those who meet the minimum qualifications for the position
- Maintaining a talent pool of potential employees who can be contacted when positions become available
- Recommending hiring decisions to upper management based on candidate qualifications

- Conducting reference checks to verify information in applications or resumes
- Determining which candidates are suitable for hiring based on their qualifications and fit for the position

Company: Vanna spire Pvt, Ltd

Position: Technical recruiter

Period: August 2015 to September 2017

Roles & Responsibilities:

- Recruited people for technical process for top mnc.
- Coordinating with the recruitment process.
- Evaluating online assessments and sending reports on daily and weekly basis.
- Initial screening of candidates.
- Arranging consultancies drives and conducting telephonic drives.
- Participated in job fairs behalf of the Company.
- In charge of end to end recruitment process from arranging the operations screening process till boarding the candidates to the Organization.
- Handling final HR discussion, pay calculations, negotiations, seeking business head approvals and rolling out the offer to the candidates.
- Vendor Management - Extensive interaction with recruitment vendors on aspects of targets, performance reviews, retention strategies and brand management.

TECHNICAL SKILLS AND SOFTWARE USED: -

- MS Office, Google sheets, Canva.
- C, C++, basic java, python
- My SQL, oracle
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Certification courses

- Digital marketing -email marketing, google ads, page optimization, creating the blog
- A+
- N+
- CCNA
- CCNP
- red hat (Beginner)
- Manual testing

PERSONAL DETAILS	
Name	Farzana / Married
Date Of Birth	29 th March 1992
Sex	Female
Degree	Masters of engineering M.E
Discipline	Computer Science Engineering
Languages Known	English, Hindi, Urdu and Tamil.

Declaration

I hereby declare that the information furnished by me above is true to the best of my knowledge and overall, 5 +year of Experience.

Place: Chennai (India)
Date:

Yours sincerely
Farzana .I