

CONTACT DETAIL

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PROFILE

Seeking a challenging and rewarding opportunity with an Organization of repute which recognizes my true Potential and helps me nurture my skills.

SKILLS

Documentation Skills-

- MS Excel, MS- Project, Understanding document.

Skills-

- BACK OFFICE Application.
- Client communication (Call, chat & Email)
- Project Management & Resource management

Communication-

- Read and Write: English, Hindi.
- Speak: Hindi, English, Nepali, and Tamil.

HOBBIES

- Dancing
- Cooking
- Makeup Artist

EXPERIENCE

(Nov 2017 – July 2018)

TELE RESEARCHER
 LETRIM

Worked as a L2 Tele researcher, playing a full role within an administrative and client service environment. To rectify and collect customer details for the required events organized by clients was the major role of the process.

(Sept 2014 – Jan 2016)

PROCESS ASSOCIATE – Back Office
 RBS BUSINESS PVT LTD

To demonstrate an efficient use of customer service technologies to complete a customer's query using the provided applications. Help in identifying the customer problems and able to put them to a proper concern. Also help bank to retain their customers and recover their debts and outstanding loans through various means.

(Feb 2012 – Mar 2014)

HOME ROOM TEACHER
 INDIAN PUBLIC SCHOOL

To facilitate children with required materials and learning manuals that allows for enhancement of the knowledge and existent skills. We develop their skills to nurture their knowledge for the given module or subjects.

EDUCATION

(2008 – 2011)

BACHELOR OF ART
 BUSINESS MANAGEMENT

BBM (C.A) -Bharthiar University Hindustan Arts and Science College, Coimbatore.

(2006 - 2008)

HIGH SCHOOL

COMMERCE

Higher Secondary - St. Stanes Higher Secondary School, Coonoor

PROFESSIONAL SUMMARY

- Involved in working closely with clients and keeping hands-on with the projects.
- Compiling information from a wide variety of sources and then interpreting and presenting.
- Accurately monitoring, investigating, and analyzing all statistical information.
- Professionally presenting information, reports, and recommendations to a variety of audiences.
- Accurately record information on computer databases.
- Collating and analyzing quality statistical data.
- Investigating and documenting key data and information at the request of senior researchers.
- Good understanding of consulting business process and fulfilling the business requirements.
- Have been proactive in conducting daily huddle which has helped me understand the problems and work in collaboration.
- Have been proactive in taking up new challenges and initiatives which has helped me grow and learn new things.
- Created a single work out for my process which helped us in time management and achieve our targets.
- Strong oral and written communication skills.
- Strong interpersonal skills
- Being a SME of my team, have trained many individuals in process.
- 1+ years of experience in IT Recruiting Industry, have been working as an IT Recruiter.
- Complete knowledge of Full Lifecycle recruiting including screening and interviewing.
- Skilled in handling the Clients in an excellent way and keeping them happy by providing the best of best service.
- Strong experience as an IT Recruiter to recruit IT talent, through job boards and vendor partnerships in a Consulting company.
- Good understanding of various IT Technologies and emerging Technologies in the marketplace.
- Ability to search and recruit proactively, with strong organizational skills.
- Strong leadership, negotiation, problem solving, and team building skills as well as confident recruiting techniques.
- Excellent interpersonal and customer relationship management skills.
- Team player with excellent interpersonal abilities, multitask abilities and excellent communication skills.

- Excellent written, verbal analytical and problem-solving skills.
- Good Interpersonal and Communication Skills/ Excellent Management and Proven Leadership Skills
Excellent Interpersonal skills coupled with experience in interacting with individuals with culturally diverse backgrounds and in analyzing document information.
- IT is recruiting experience with a successful background sourcing candidate from a wide range of technical disciplines (developers, database specialists, technical support, network engineering, project management, etc.).
- Computer proficiency in Microsoft Office Suite (MSWORD, MS Outlook, MS EXCEL, MS POWERPOINT), Monster, other Search engines.
- I have proven my abilities to work under pressures off time and performance in a global marketplace, serving both easy and very difficult clients and customers to their eventual delight.
- Being highly self-motivated, I have the drive to focus and achieve both organizational and personal goals while taking my team along and ensuring its achievements too.
- Proficiency in Communicating with the direct clients, procuring the requirements, and matching their needs and requirements in terms of human resources.
- Strong organizational skills, exceptional follow-through & attention to detail.

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Yours Sincerely

DEEPTHI RAI