

Shalini Sunil Kumar

People partner | Talent Advisor | HR Branding

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CAREER OBJECTIVE

Seeking a position in the human resources department that enables me to deliver my best to it and to make a way where I can apply my acquired skills and contribute to the growth of the organization and grow parallel with it.

MYSELF

A competent HR professional with 8+ years of experience in Recruiting, Talent Acquisition, Manpower Planning, Vendor Management, Stakeholder connect, Campus handling, lateral hiring, Employee connection and special projects.

KEY STRENGTHS

- Skilled in problem solving,
- People management
- Ability to handle high-pressure situation and responsibilities.
- Skilled in organizing events.
- Ability to make sound business decisions.

PROFILE SUMMARY

- An astute professional in End to End Recruitment, Team & Client Handling Negotiation / Convincing skills.
- Proficient in contributing in smooth implementation of HR policies for recruitment, selection, induction, orientation, performance management, strategies, and development of new employees in the organization
- A dynamic go-getter with multi discipline abilities in driving efforts towards achievement of organizational goals
- An enterprising leader with excellent communication and people management skills

Work Experience



Lead – TAG (Internal) – Jan 2021 – till date. (Digital Engineering and Gaming (IXIE.com), Low-code & App Engg)

- ✚ Recruitment
- ✚ Team handling
- ✚ Employee engagement
- ✚ Retention
- ✚ Stakeholder management
- ✚ Leadership connect
- ✚ Candidate Connect

- I handle and manage niche talent such as Low Code, Application Engineering, Cloud & DevOps, Big Data, Gaming (IXIE).
- Talent Management, Talent Attraction, Employee engagement and retention are my chief deliverables among others.
- Team management. (4 Nos)
- Onboarding new employees enthusiastically.
- Planning intrinsically motivating employee-engagement activities
- Brainstorming with folks across levels about overcoming various challenges.

- Sincerely handling grievances.
- Compassionately driving PIP's .
- Making sure everyone adheres to the policy and process of the system without bias.
- Boosting everyone's morale and bringing hope where problems get hard to contend with
- Preparing insightful reports.
- Handling exit & separation process mindfully etc.

Aequor Information Technologies



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Designation: Vertical HR Consultant (Recruitment – IT,Non –IT,SAP) (Sept 2018 – Dec 2020)

Clients:

(SAP India,SAP Labs,Incendo,ATOS,Techtier,Technicolor,ASG Technologies,Agile Labs,Thought Focus,Virtusa ,OFSS,Service Global)

- Induction
- Payroll
- ATS
- Recruitment
- Team handling
- Employee Engagement
- Vendor management

Vega Intellisoft (co -partnered TCS ion)



Designation: Team Lead - TalentAcquisition (Jan 2017- Feb 2018)

Clients:

(Saint gobain,Renault nissanTVS Lucas,,Ashok leyland,Hinduja tech,Attune technologies,Tech mahindra,Bahwan cybertech,EID parry,Fedby,Mobolutions,Olam,UST global).

Responsibilities:

Taking care of E2E Recruitment process and managing (Team - 5 nos)

* External Recruitment

* Internal Recruitment

- a) HR interview
- b) HR co ordination
- c) Induction
- d) Joining formalities
- e) Employee engagement

f) Attendance management

- * Corporate Training
 - * Trainer/Faculty - Hiring
 - * Sourcing, Screening, Scheduling interview, Conducting f2f interview, Coordinating in interview process with Managers and Founder.
 - * Preparing offer letter (Internal and External)
 - * Closing requirements in a short span.
 - * Closed more than 28 positions in 2 months
- Team handling

Contactx Resource Management



Designation: Senior Human Resource (May 2014 –May 2016)KPO

Industry:

Clients:

(KPMG, PWC, Deloitte, Ernst&Young, Grant thornton,BMR advisors,DSV,Netmagic solutions,Ingram micro,Century plywoods etc)

Dealing with the Senior & Middle management positions.

- Managing end to end HR deliverables for HR operations and Employee relations across entire employee life cycle.
- Counsel employees on performance issues when required.
- Handling end-to-end recruitment cycle.
- Extensive use of web-portals like naukri, monster and times jobs, for sourcing validated profiles etc.
- Sourcing technical and non-technical professional and short-listing the CVs according to clients' requirement.
- Handles the tasks of headhunting, identifying and approaching suitable candidates for the right profile.

• Verticals handled:

BFSI,Media,Manufacturing,Advertising,Retail,FMCG, ONG, Pharma,BFSI,Banking,NBFC and Infrastructure.

Boomerang InfoTech pvt ltd, Chennai



Designation: HR Executive – Talent Acquisition (IT and Non-IT) (June 2012 – Feb 2014)

Clients:

(Wipro,Cognizant,TCS,Accenture,Tech Mahindra, PCS,Precision Zensar,Tesco,SAIL,ICICI bank,HDFC,BHEL,Worldbank).

Responsibilities:

- Scheduling interviews and continuous follow-ups.
- Studying Job Descriptions in detail and sourcing for suitable candidatures.
- Using various portals, references, professional networking sites etc to source for ideal candidates.
- Business Development & Networking to market services of the consultancy.
- Maintaining contact with human resource managers
- Headhunting & Mapping

Key skills:

- Sourcing
- Screening
- Executive se
- SPOC
- End to end recruitments
- Performance management
- MIS

PROJECTS :

- Done Income tax analysis - Aayakar Bhavan in Chennai as a project
- Summer camp project in Goldman Sachs

Strengths

- Continuous improvement for perfection of behavioral competencies – analytical, decision making, communication and leadership.

EXTRA CURRICULAR ACTIVITES:

- Student leader in UG
- Actively participated in polio camps organized by Tamil Nadu government.
- Well trained in first aid
- Won various prizes in athletics at schools and colleges.

EDUCATIONAL QUALIFICATION

COURSE	INSTITUTION	YEAR	% OF MARKS
B.A (Economics)	Stella Maris College, Chennai	2012	68%
HSS	St. Ursulas Higher secondary school Church Park, Chennai	2009	85%
Xth	St. Anthony's Anglo Indian High School	2007	75%

Proficient in all windows application such as Word, Excel, and Power Point.

PERSONAL INFORMATION

Husband Name : Sunil Kumar. V
Date of Birth : 30.4.1991
Sex : Female
Marital Status : Married
Nationality : Indian
Languages Known : English, Tamil.

Place:
Bengaluru

Your's Faithfully,
(J. Arputha Mary Shalini)

