**DEEPA**

**Chennai ● Phone: +919360752859 ● email:deepahrwork@gmail.com**

**PROFESSIONAL SUMMARY**

* Dynamic, driven and resulted oriented HR Professional with 8+ years’ experience in all facets of HR.
* Accomplished talent acquisition experience for a variety of IT and Non-IT skill sets.
* Possess strong understanding of technical requirements; deep sourcing skills and experience sourcing passive candidates; excellent candidate assessment skills.
* Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
* Self-motivated professional who achieves results and has superior ability to coordinate and perform several projects simultaneously.

**ACHIEVEMENT:**

IT Recruitment /Staffing for US ,German based IT companies & MNCs like Capgemini etc.,. Could double the number of employees through SAP Staffing for Saudi Arabian Airlines's Saudi office & could place 90% of employees in Indian office of US based IT company through Staffing from the initial time of their indian operations. Could directly work under the guidence of COO ,CTO etc. on recruitment. Also done Internal & Domestic recruitments.

**EXPERIENCE SUMMARY**

* ***HR-Recruitment***, ***HRO***-November 2021 to till date - for US based companies & MNCs like Capgemini.
* ***Consultant HR (Remote),* Nexchange.in.,** - March 2015 to Dec 2020
* ***Consultant HR(Remote),* Adaptavant Technologies Pvt ltd.,** Chennai - January 2011 to January2013
* ***Sr Executive HR,* Seventhsense Tech Pvt Ltd.,** Chennai - August 2008 to July 2010
* ***Team Lead-IT Staffing,* Swasthik Sahits Solutions Pvt. Ltd.,** Chennai **-** December 2006 to May 2008.
* ***Junior IT Recruiter,* Infon-Avenues Connect,** Chennai - March 2006 to November 2006
* **Technical Support, Sutherland.,** Chennai –December 2005toFeb 2006

**Organization : HRO**

**Duration : Nov 2021 to till date.**

**Designation : HR (IT & Non IT Recruitment )**

**: Handled IT Recruitment for mainly US based companies &** **MNCs** **like** **Capgemini**

**Organization : Nexchange.in.,**

**Duration : March 2015 to Dec 2020**

**Designation : Consultant – HR (IT & Non IT Recruitment )**

**: Handled IT Recruitment for mainly US & German based company**

**Organization : Adaptavant Technologies Pvt ltd.,(US based company)**

**Duration : January 2011 to January 2013**

**Designation : Consultant – HR (IT Recruitment for internal)**

**Organization :** **Seventhsense Technologies Pvt. Ltd.,**

**Duration : August 2008 to July 2010**

**Designation :** **Senior Executive – HR**

**Achievement:**

**RECRUITMENT**:- Able to **double the Employee strength of SAP professionals** for Saudi Arabian Airlines in Saudi Arabian office in a short span of time.

Implementing the Payroll Processing through own HCM Software

Supervising the **Visa Processing** of all Onsite Employees.

**Handled all HR process** in the absence of HR Manager.

**Job Profile:**

**RECRUITMENT:**

* **Man power planning**
* **Responsible for End to End Recruitment for all verticals of IT (Mainly SAP & Java) and Non IT at the locations of Chennai and Saudi Arabia.**
* **Sourcing profiles from job site like Naukri, Internal References, Newspaper advertisements and Walk-in Interviews.**
* **Maintaining the Database of Shortlisted Candidates.**

**General HR Activities:**

* **Issue of Offer/Appointment Letters for both Permanent and Contract Employees.**
* Facilitate easy completion of the joining formalities
* **Employee Relation** activities.
* **Visa Processing coordination & making necessary arrangements for the employee travel.**

**Induction & Training:**

* Coordinating and organize small Induction for all new Joinees.
* Preparation of Training schedule and Matrix.
* Organizing the Sessions through Management and technical sources.

**Policy & Communication:**

* Coordinating for the Revision & Implementing the HR polices.
* Communicate existing policies and new policies to all the employees.

**Payroll:**

* Maintain, Verification and process **attendance** reports and generate leave reports for Payroll processing
* Maintaining and updating **Employee salary records**.
* Co ordinate with the Senior Management for necessary approvals.
* Coordinate and Supervise the **Monthly Payroll processing using HCM**.

**Performance Management:**

* Co-ordination & Implementation of annual compensation revision.

**Reward & Recognition:**

* Coordinate for the Evaluation of Employee Performance using Performance Matrix and provided with Rewards for motivating the employees.

**Termination Process:**

* Assist and coordinate to conduct Exit interviews and related paper works.

**Reporting:**

* Responsible for weekly, monthly Reporting like **Organogram, HRMIS, Payroll Reports, Status on Joinees, Resignees and Offered, Recruitment Status** and any relevant Reports as per requirement.

**Organization :**  **Swasthik Sahits Solutions Pvt. Ltd.,**

**Duration : December 2006 to May 2008**

**Designation :** **Team Lead – IT Staffing [ IT & Non IT Recruitment ]**

**Achievement:**

* **Placed 90% of the Staff ( 70 IT and Non IT Professionals ) of an US based Company [ Adaptavant Technology Solutions Pvt. Ltd.,] in Chennai for Staffing Division**

**Job Profile:**

**RECRUITMENT:**

* Responsible for **full life cycle Recruitment**  for all verticals of **IT (Mainly in to Java) and Non IT domains** at different locations in India.
* Experience in handling recruitment of ‘Direct’, ‘Contract’assignments
* Recruited on almost all spheres of IT skills for **Junior, Senior and Middle management levels**.
* Understanding and gathering requirements as well as details on IT Skills for better sourcing.
* **Posting the requirements** **on the job portals** like naukri, monster, clickjobs, timesjobs etc. and screening profiles from those responses.
* **Sourcing profiles** **from job sites** like Times jobs, Naukri, Monster, ClickJobs, Jobs ahead and internal database.
* **Collecting Personal References.**
* Send mass mails on requirements
* Conducting **Walk - In Interviews** based on client requirements.
* **Screening Resumes** and holding initial discussion through email/ telephone as per clients’ requirements.
* Evaluate candidates against the requirements to ensure good match.
* **Conduct initial Telephonic interviews** for screening candidates with respect to communication skill, cost, relevant experience, notice period, technical skill level and other relevant factors.
* Check for the Candidate willingness to relocate to the Project location in case he/she is not a local Candidate.
* Ensure candidate is able, willing and ready to take the position.
* **Coordinating with the clients and the candidates** in organizing the interview schedule and the follow-ups.
* **Negotiating the compensation packages** and coordinating the other aspects to get the candidate on board.
* **Follow-up** with selected candidates **to confirm their Date of Joining** and keeping track.
* **Coordinating for the Issue of Offer/Appointment Letters**
* **Maintaining Database** of candidates.

**Organization :**  **Infon - Avenues Connect**

**Duration : March 2006 to November 2006**

**Designation :** **Junior IT Recruiter [IT Recruitment]**

**Job Profile:**

* **Recruitment of IT Professionals** for clients at different locations that includes **Sourcing** profiles from job sites like Times job, Naukri, Jobs ahead and internal database, Responsibilities include **Posting the requirements, Candidate Screening, initial telephonic interviews, Clients Coordination and follow ups** to expedite Job offer letters.

**Organization : Sutherland Global Services Pvt. Ltd.,**

**Duration : December 2005 to February 2006.**

**Designation : Trainee Technical Support Executive**

**Job Profile:**

* Underwent Technical training for providing Voice based Technical Support of Computer Hardware, Operating System and Networking for U.S.A based customers.

**EDUCATION SUMMARY**

* **Master’s degree in Business Administration** (HR) from SMU.
* B-Level -Computer Application course from Amrita Institute of Computer Technology.
* **Bachelors’ degree in Science (Zoology**) from Sir Syed College, (Kannur University)

**TECHNOLOGIES RECRUITED**

* Salesforce – Lightning,SFDC,BA etc.,
* SAP (FICO, HR, MM, SD), Web Technologies - Java( J2EE, Swing, Struts, Spring ), Angular
* Mobile Technologies -iOS, Android
* Microsoft Technologies ( ASP, .NET, VB ), DBA's ( My SQL, Oracle), MS Dynamics, Pega, Magento
* Web Methods, ATG, OMS, ORPOS,MPOS,UI ,Android, Oracle BI,
* Administrator - System and Network ( Red hat Linux and Windows ), Testing (Manual and Automation ), DevOps etc.;
* Web Designing ( Adobe Photoshop and CSS / HTML ), Online Marketing (SEM, PPC and Adobe Photoshop), (US Client Service, Web content Writing.)
* Non IT – Finance, HR, Administration, Media (Junior to Director/Sr Manager etc; )