**Lokeshwai P**

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**Career Objective:**

To work in an innovative and challenging environment where I can show my [talents](https://www.bing.com/ck/a?!&&p=6883193f54bd043dJmltdHM9MTY2MzI4NjQwMCZpZ3VpZD0zNDJiNjdiOC0xODcyLTYwMmItMTZmZi03NjU1MTk0NzYxOTUmaW5zaWQ9NTE4NA&ptn=3&hsh=3&fclid=342b67b8-1872-602b-16ff-765519476195&u=a1aHR0cHM6Ly93d3cuY2lvLmNvbS9hcnRpY2xlLzIzNjUyMC81LXNpdGVzLXRoYXQtaGVscC15b3Utc2hvd2Nhc2UteW91ci1wcm9mZXNzaW9uYWwtdGFsZW50cy5odG1s&ntb=1) and professional skills and carve a niche for myself in the industry.

**Professional Experience:**

* **HR-**IT Recruiter – **Optimhire** –( March 2023 – At Present )
* **HR-**IT Recruiter – **Acepoint Infotech** –( November 2022 – February 2023)
* **Technical Co-ordinator - South Solutions –** (January 2013 – May 2018)

**HR \_ IT Recruiter**

**Responsibilities**:

* Involved in creating and managing a candidate network and queue with a wide variety of IT skills.
* Keeping in constant touch with the consultants and giving timely feedback to them, help lot in timely delivery of the consultants for clients' needs.
* Iworked with IT consultants of various experience levels on Data science, Tableau developer, ETL Developer, Data Analyst, Technical Project Manager, Python Developer, Hadoop Developer, Big Data Engineer, Data Engineer, Data architect, PowerBI Development, ADF, UI Developer, .Net, Java/J2ee, Oracle, SQL Server, QA Tester, and Linux administrator, etc.
* Identify, interview and submit candidates in a timely and efficient manner.
* Analyze the requirement and understand what type of person the client is looking for their opening.
* Extensively sourced candidates via the Job Boards, Web Search and Networking
* Thoroughly interviewed prospective candidates to determine skill and client compatibility. This included negotiating salaries, relocation expenses, setting up interviews, Reference checks and extending offers of employment. Provided the hired consultants orientation about the project and the client they are about to join.
* Sorting through hundreds of resumes to find just the right person
* When found suitable candidate I contact them via Phone/email and explain them the about the job opening.
* Timely communication with candidates regarding their availability for contract, rate/salary negotiation, relocation, etc
* Interview, assess and evaluate applicants to determine their qualifications and appropriate match with client needs.
* Answering employee questions regarding policies and procedures, open positions, and benefits
* Pre-screen prospective candidates, negotiate and finalize salaries/rates and extended job offers.
* After finding consultant suitable for the position, take answers to a set of standards of questions and also years of experience he has with the breakdown skills, submit him to my point contact at the client.
* Maintain positive working relationships with employees/consultants and all levels of management to successfully recruit through employee referrals.
* Also keep the track record of resumes, so that if another clients need a candidate of same requirement, then check his availability with the position and submit.
* Working on all kinds of technologies.
* Experience in entire recruiting life cycle.
* Gathered job requirements, Executive Search, Proven track record of souring, screening and interviewing viable candidates.
* Reporting to the Team lead and Director.
* Understanding the requirement and searching resumes

**South Solutions - Technical Co-Ordinator**

January 2013 – May 2018

**Responsibilities**:

* Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience as an office manager, secretary, administrative assistant and office clerk.
* Excel in resolving employer challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and the bottom line.
* Offer advanced computer skills in MS Office Suite and other applications/systems.
* Strategic-relationship/partnership-building skills - listen attentively, solve problems creatively, and use tact and diplomacy to find common ground and achieve win-win outcomes.
* Officially commended for initiative, enthusiasm, tenacity, persuasiveness, intense customer focus and dependability in performance evaluations.
* Stock Maintenance.

**Academic Background:**

B.E in Computer Science

Anna University, India

Graduation Completed on 2012

CGPA 7.56 in the scale of 10.00 (with First class grade)

**Technical Skills:**

* Operating System ~ W-XP, W-7, Vista, 8
* Database Languages ~ C, C++
* Application Package ~ MS-Office
* Web Design ~ Html, Asp.net

**Mini Project:**

**Title :** E book Registration

**Tool Used :** .NET

**Description :** It is used for registering and downloading the books from online for needed purpose

**Extra-Curricular Activities:**

* Two times got selected and won certificates in “Maths Talent Exam”.
* Have done implant training in “Uniq Technology” during my 6th semester.
* Have completed stage-1(Prathmic) in Hindi with first class.
* Have got a .Net Training certificate from DOACCE.
* Participated in Debugging and Adzap in National level Symposium.

**Personal Skills:**

* Good communication skills.
* Capability to adapt into a new environment within a short span of time.
* Ability to deal with people diplomatically.
* Good in C, C++, C#, ASP.NET.
* Curious in learning new skills.

**Personal Information:**

Date of birth: 16th April 1991

Marital status: Married

Languages known: Tamil, English

Overall experience: 5+ years

**Declaration:**

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

(Lokeshwari)