### Seema.Narendranath.Roy

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# PROFESSIONAL SUMMARY

Looking for domestic Recruitment. A dynamic professional with 8 years experience in Sourcing & Recruitment, Relationship Management with employees/consultants and all levels of management to successfully recruit through employee referrals. Proactive recruiting professional with comprehensive experience screening, selecting and hiring permanent and contract position, high-volume recruiting environments & drives. Excellent communication and organizational skills with the ability to build successful partnerships with Hiring Managers, HR and Recruiting teams. I establish strong, credible relationships in handling a team of 3 employees in my current company.

**TECHNICAL SKILLS**

**Proficient in:** LinkedIn, Google search, Twitter, Job Portals, Outlook, Word, Excel and PowerPoint

**Operating System:** Windows NT/98/2000/XP

**Major Skill Sets Handled:**Operating Systems, Java Technologies, Microsoft Technologies, IBM Technologies, Testing Technologies, Web Related & Scripting, DBMS, Data warehousing, Mainframe Technologies, Mobile Application

**Also worked on Senior Positions:** Java Tech Lead, Lead Principle Software Engineer- Java, Team Lead .net Developer, Program Manager, Project Manager, Assistant Manager(SAP & ERP), etc

**Work Experience:-**

**Company Name: Woody Acres**

**Designation: Consultant**

**Experience:**

**September 2017 to Present (part time 3days working)**

**Reason for change:** Looking for fulltime.

**Role:**

Source candidates from job portals like Naukri, references or consultancy etc. according to the requirement shortlist profiles, mail the candidate.

Personal interview is done by us, telephonic & then F2F round.

Once the candidate clears the interview, Salary negotiation, joining formalities are been done

Made offer letter.

Done onboarding for our own company.

Maintaining attendance record, salary & attendance record of employees.

Maintaining MIS reports.

Manage attendance register, Keeping a track for quantity of stationary, tea etc. & order for new if required.

Done accounting of company according to financial records.

Handling client & full fill their requirements.

**Company Name: Headfitted Solutions Pvt. Ltd.**

**Designation: Consultant**

**Experience:**

**June 2016 to Feb 2017 (worked in office)**

**March 2017 to September2017 (work from home)**

**Client: Nihilent, Helpshift, AfourTech, Blazeclan, Amura Technologies, Anchanto, Raincan**

**Domain: E-commerce, Product Based, Cloud computing & AWS, Digital Marketing**

**Reason for change:**  Not comfortable in working from home.

**Role:**

Worked with End to End process of Hiring Candidates. Expertise in full life-cycle recruiting, leadership and HR experience in high growth, fast paced environments on a national multi-location level.

Strong consulting skills including negotiation skills

Well versed in full cycle of placements right from the initial phase of RECRUITMENT through getting the

consultant at the project location till project ending.

Hands-on experience on sourcing profiles from various job portals (Monster, Naukri), Linkedin, Twitter and GOOGLE.

Worked on drives, skills like; Java, .net developer, Php developer with wordpress& CMS tools, Solution Architect, Niche skills like Guidewire, Salesforce,Openstack AWS, Devops, magento etc.

Maintaining MIS reports.

Possess strong technical/business acumen and understanding of technical requirements; deep sourcing skills

and experience in sourcing passive candidates; excellent candidate assessment skills.

Hired Android developer for our own company(Headfitted). Did on-boarding & exit formalities

Done vendor management including client handling, getting requirements, creating invoice etc to the vendor.

Hands on experience on drive & campus recruitment.

Quick to learn and adapt principles and applications.

**Company Name: Adroit Groups**

**Designation: HR Recruiter**

**Experience: August 2014 to July 2015**

**Client: Fidelity, NTT Data**

**Domain: Finance**

**Reason for change:** Father expired

**Role:**

Expertise in full life-cycle recruiting, leadership and HR experience in high growth, fast paced environments on a national multi-location level.

Strong consulting skills including negotiation, persuasion, coaching, teaching, influencing, listening and objectivity

Well versed in full cycle of placements right from the initial phase of RECRUITMENT through getting the

consultant at the project location till project ending.

Hands-on experience on sourcing profiles from various job portals (Dice, Monster, Corp-Corp) and GOOGLE.

Possess strong technical/business acumen and understanding of technical requirements; deep sourcing skills

and experience in sourcing passive candidates; excellent candidate assessment skills.

Quick to learn and adapt principles and applications.

Deal with almost all visa types consultants such as US Citizens, Green Card Holders, Canadian

Citizens (TN Permit), H1-B, EAD, OPT, L2EAD etc and tax term like W2, C2C, ( Corp to Corp) & 1099.

**Company Name: MEGAPS**

**Designation: Assistant Manager of Marketing &Admin HR**

**Experience: September 2013 to July 2014**

**Reason for change:** Got good opportunity in IT Recruitment

**Role: AS A Admin HR:**

Source candidates from job portals like Monster, Naukri, references or consultancy etc. according to the requirement shortlist profiles, mail the candidate.

Personal interview is done by us, telephonic & then F2F round.

Once the candidate cracks the interview, Salary negotiation, joining formalities are been done by us.

Offer letter is done by us.

Done on boarding for our own company.

Maintaining attendance record, salary & attendance record of employees.

Maintaining MIS reports.

Making Invoice, Updating stock sheet, Managing payments, Updating Sales Register, Manage attendance register, Keeping a track for quantity of stationary, tea etc. & order for new if required.

**AS A MARKETING:**

Calling schools, taking appointments, once appointment is given by the schools have to show samples of our products to the schools and ask for exhibition dates. Held exhibition by selling books in school & also supply books required by the schools for their library.

Making Invoice, Updating stock sheet, Checking the condition and quantity of goods before supplying to our customers, Dispatching goods by transporter, keeping a track whether goods are received or no by the customer, Managing payments, Updating Sales Register, Manage attendance register,

**Company Name: Cross Country Infotech Pvt. Ltd, Pune**

**Designation: Process Associate**

**Experience: April 2012 to July 2013**

**Domain: Healthcare & IT**

**Reason for change:** Career growth

**Role:**

Source Candidate for different job portals like Monster.

Ability to analyze skills from different website, which includes resumes of different IT & Medical candidates.

Interpret results of those resumes & source them.

Draw conclusions from process related experience.

Then either create or delete or update (modify) the CV of the candidate mentioned in the website, as per requirement.

Calling candidates & for further discussions & scheduling interview of them.

Document all resume details shortlisted in a day, in company’s database called Orion i.e. daily report

Collaborate with the team to achieve common goals.

**Educational Qualifications:-**

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| --- | --- | --- | --- | --- | --- |
| **Degree** | **Period** | **School/ College** | **Board/ University** | **Specialization** | **Percentage / Grade** |
| MBA-IT | 2009 – 2011 | INDSEARCH | University of Pune & UGC | IT | 64.66% |
| B.Sc.-IT | 2005-2008 | M.C.C | Mumbai University | IT | 64.25% |
| HSC | FEB- 2005 | V.PM | Maharashtra State Board | Science | 47.17% |
| SSC | MARCH – 2003 | Sharon. English High. School | Maharashtra State Board |  | 63.86% |

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| **Academic Projects** |

**MBA-IT**

**Project Title : MTNL INVENTORY**

Organization  **:** MTNL(Mumbai)

S/W Used : Front end:- VB & Back end:- MS-Access

**B.Sc-IT**

**Project Title : Hotel Mangement for Hotel Holiday INN(Simla)**

Organization  **:** National Tours & Travels

S/W Used : Front end:- VB & Back end:- MS-Access

**Additional Qualifications / Certifications:-**

* **Yoga Teachers** Training from **Yoga Academy (Santacruz, Mumbai)**
* **Oracle 9i from Aptech, Mumbai**
* **Software Testing from SQTL, Pune**

**Co-Curricular Activities:-**

* Seminar of yoga
* Seminar of stress management
* Handled a team of 20 people for a voluntary work for a project called Raj Tantra during election 2014.

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| **Personal Information** |

**Name of Father:** Mr. Narendranath Roy

**Name of Mother:** Mrs. Laksmi. N. Roy

**Date of Birth:**  Nov. 28, 1986

**Nationality:** Indian

**Marital Status:**  Married

**Languages Known:** English, Hindi, Bangla, Marathi

**Hobbies:** Listening Music, Dancing, Interacting with new people, Travelling, Long Drives

**Declaration:-**

I declare that, all the information stated herein is candid & true to the best of knowledge.

**Place: (Seema. N. Roy)**