**SUGANYA ARUNPRASATH**

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**OBJECTIVE**:

My career objective is to work as an HR Professional in a reputed company where I can apply my knowledge in practicality as well as learn and enhance my skills and competencies

**Immediate Joiner with 10 Years of Experience in IT Recruitment. (LinkedIn Recruiter)**

**EDUCATIONAL QUALIFICATION:**

1. Master of Business Administration( MBA –HR & Marketing ) in Vel’s Srinivasa College of Engineering and Technology, Chennai
2. B.Sc. Computer Science. Theivanai Ammal Women’s College, Villupuram
3. HSC State Board, Chennai

**PROFESSIONAL EXPERIENCE:**

**Worked with Wipro as Senior Executive - Talent Acquisition from July 2021 to May 2023**

Experience in Lateral hiring,Leadership hiring, volume hiring & Bulk hiring.

Hiring latest technologies.

Hiring Niche, super Niche and premium IT skills.

Leading a team of 4 recruiters.

Handling Project Manager / Delivery Manager / Program Manager / Transition Manager / Program Director,Scrum master, Agile methodologies, APM, MES, OSIPI, Integrity, Reliability, PriceFX, Pros pricing, Vendavo, Energy component Requirements.

Finding the prospective candidate through the job portals (Naukri.com, LinkedIn & Employee Referrals ).

Sourcing, Job Posting, screening and shortlisting the profiles as per the requirements.

Sharing profiles to concern hiring Managers.

Scheduled shortlisted profiles for virtual Interview with Technical panels.

Sharing calendar invite to candidates and tech panels.

Coordinating with tech panels and candidates during the virtual interview in Ms teams.

Once candidates shortlisted from the interview, Scheduling HR Interviews and gathering the documents.

Negotiating the CTC with shortlisted candidates.

Strong relationship with Hiring Managers, Business & Stakeholders.

Coordinating with Vendors for profiles shortlisting and Onboarding the candidates .

Well versed in using ATS ( Applicant tracking system)

Uploading the profiles and initiating the offer process in ICIMS portal for Assigning TAF, HAF and Fitment raising for offer Approval.

Triggering the link to the candidates for BGV documents.

Once offer Approved releasing the offer letter.

Following up with the candidates for offer acceptance and documents uploading for BGV process.

Guiding the candidate to upload the documents for BGV.

Once candidate accepted the offer letter, triggering the Joining forms and generating the proactive Employee ID

Followed up with candidates till onboarding.

Once candidate joined looping the candidate with laptop allocation team and Business.

**Worked with Birlasoft as Talent Acquisition Specialist - Corporate Recruiter from Nov 2020 to May 2021.**

Handled complete IT Recruitments.

Requirements gathering from Hiring Managers.

Hiring latest IT technologies I.e java, full stack developer, IOT, Block chain, AngularJS, NodeJS, Hadoop, Bigdata, Cloud technologies.

Finding the prospective candidate through the job portals (Naukri.com and linked in).

Sourcing, Job Posting, screening and shortlisting the profiles as per the requirements.

Sharing profiles to concern hiring Managers.

Once shortlisted checking L1 and L2 time slots with tech panels.

Scheduled shortlisted profiles for virtual Interview with Technical panels.

Sharing calendar invite to candidates and tech panels.

Coordinating with tech panels and candidates during the virtual interview in Ms teams.

Stakeholders Management.

Strong relationship with Hiring Managers, Business & Stakeholders.

Once candidates shortlisted from the interview gathering the documents.

Uploaded shortlisted profiles in taleo for offer process.

Negoting the CTC discussion with shortlisted candidates.

Offering the candidates.

Followed up candidates till joining.

**Worked as Senior HR Executive - Corporate Recruiter in Eagle Software India private limited (IT development company) from September 2017 to July 2020, Chennai.**

**Eagle Software is an IT development company. Handled complete pre and post recruitment.**

**Pre Recruitment:**

Handled complete IT Recruitments.

Requirements gathering from concern department managers and HR Manager.

Finding the prospective candidate through the job portals (Naukri.com and linked in).

Sourcing, Job Posting, screening and shortlisting the profiles as per the requirements.

Scheduled shortlisted profiles for F2F Interview.

Once candidates reached, collecting their profiles and doing first level initial screening in HR Prospective.

If candidates are shortlisted as per the requirements, then take them into concern department managers.

Finally, candidates cleared the technically, then will start the CTC discussion.

Once everything goes fine will close the requirements.

**Post Recruitment:**

Once the candidates shortlisted, sending them the offer letter with CTC breakup structure and DOJ.

Collecting soft copy of the documents and validating.

Followed up candidates till joining.

Doing onboarding formalities and induction program.

Preparing and giving them the Appointment letter.

Preparing the ID cards for the Employees.

Performing background verification.

Doing performance Appraisal for all the Employees yearly once.

Understand employee grievances and try to resolve them.

Doing exit interviews and Full and Final settlements.

Preparing the Relieving and Experience letter for exit employees.

**Worked as Lead Recruitment (IT Recruitment) in Sukvarsha Management Services from Sep 2015 to April 2017, Chennai.**

* Performing Individual contributor and handled a team of 4 recruiters.
* Responsible for motivating them and monitoring their performance.
* Responsible for sending the plan of the day to the recruiters and getting the EOD Reports from the recruiters.
* Responsible for sending the EOD Reports to the Recruitment manager.
* Client Management – interacting with the clients to understand their requirement needs and catering to them accordingly.
* Handling all levels of recruitment.
* Working directly with the hiring managers to make effective closures.
* Interacting with the clients on a regular basis.
* Taking the feedback from the client and Leading efforts to improve hiring numbers while maintaining quality of candidates.
* Maintaining the Database on MS - Excel
* Giving support to the team members in all aspects like search, technology, follow-up, market research on the requirements and resources availability in the market.
* Responsible for keeping a track of weekly submitting and motivating the team to achieve better targets and performance.

**Clients Handled:**

Happiest Minds

Superior Innovative Technologies

FIME India

Eli Groups

Indecomm Global services

Century Link

Mphasis

Mind tree

Compucom

HCL Technologies

Manthan Systems

**Worked as Lead Recruiter ( IT Recruitment) in Zado Technology Services from July 2014 to Aug 2015, Chennai.**

* Managing a team of 5 recruiters.
* Responsible for motivating them and monitoring their performance.
* Responsible for allocating requirements in the team and serving the internal projects/client according to the given deadline
* Client Management – interacting with the clients to understand their requirement needs and catering to them accordingly.
* Handling all levels of recruitment.
* Regular follow-up with the candidates with respect to offers and addressing their concerns(salary, relocation, joining date) and keeping the clients in the loop.
* Handling requirements at all levels irrespective of technology
* Briefing the candidates about the job requirement, screening and validating the candidates as per the requirements.
* Scheduling interviews and tests of the candidates with the client companies.
* Working directly with the hiring managers to make effective closures.
* Interacting with the clients on a regular basis.
* Taking the feedback from the client and Leading efforts to improve hiring numbers while maintaining quality of candidates.
* Maintaining the Database on MS - Excel
* Giving support to the team members in all aspects like search, technology, follow-up, market Research on the requirements and resources availability in the market.
* Responsible for keeping a track of weekly submitting and motivating the team to achieve better targets and performance.
* Involved in effective team building, while taking care of company objectives and assigned tasks to be fulfilled.
* Planned effective strategies to resource the best talent available in various domain areas.
* Timely Collections Of Payments from the clients
* Managing the accounts In terms of collections, Outstanding, Raising of credit notes, Invoice submission and timely payouts.
* Managing the vendors in terms of services, Payments and Billings.

**Worked as Technical Recruiter in Blue Bird Technologies PVT LTD, Chennai from sep’11 to July’13**

ROLES AND RESPONSIBILITIES:

* Understanding the client requirement and recruiting the candidates.
* Finding the prospective candidate through the job portals (Naukri.com, monster.com and linked in).
* Sourcing, screening and short listing the profile as per client requirement.
* Handled the requirement like both application development and infrastructure.
* Closing the position in development developer, senior developer, team lead, architect and project manager.
* In infrastructure L1, L2 & L3 support.
* Interfacing with client HR for regular update on requirements & feedbacks.
* Contacting candidates, following-up with candidates, and managing candidate pipeline.
* Scheduling interviews, briefing and collecting feedback from candidates before and after interviews.
* Follow up with the candidate till the offer released and joins at the client place.
* Maintaining timely documentation of all conversations with candidates within company's internal database.
* Maintaining daily and offer tracker
* Sending the daily status report to the manager
* Assisting in generating leads/references from conversations with candidates.
* Posting job descriptions on job boards, and tracking posting status and results.
* Carrying out Market Intelligence while working on technologies
* Searching & Updating on new requirements & related technology by preparing white paper & technical discussions (to increase my knowledge & ability to understand technical terminology and concepts)

**Clients**

Mphasis

Sword Global

Utopia

Ness Technologies

Synova

I hereby declare that the above information's are true to best of my knowledge

Place : Chennai, KK Nagar

Suganya Arunprasath