**SELVA KUMARI**

**Talent Acquisition Specialist**

**Email**: [selvijunersk@gmail.com](mailto:selvijunersk@gmail.com)

**Mobile**: **9840262148**

# Talent Acquisition Specialist

A **Talent Acquisition Specialist** with **Six** Plus years of experience, specializing in **End To End recruitment, HR management, sourcing strategies, and employee engagement**. A proven track record of leading high-impact recruitment initiatives and developing dynamic HR programs to enhance employee engagement and improve retention of top talent.

**SKILLS**

* **Job Postings, Sourcing, Screening**
* **Client handling**
* **Job Postings, Sourcing, Screening**
* **Employee referral program**
* **Employee Retention**
* **Core HR**
* **Diversity Recruiting**
* **Applicant Tracking Systems**
* **Salary and benefits negotiations**
* **Candidate pipeline management**
* **Leadership hiring, niche skills hiring**
* **Doc collection**

# EXPERIENCE

**DXC Technology Payroll of Allegis Global Solutions Chennai**

**Talent Acquisition Specialist - May 2021 – Present**

* End to end recruitment process i.e., pre and post interview activities which includes right from understanding the requirements, **Sourcing, Screening, scheduling, interviewing, Selection, Doc’s collection, Offer Negotiation, Fitment Closures,** and post offer follow-ups till candidate get on-boarded.
* Well versed in various skills from **Junior to higher (Managerial) level** and have handled multiple requirements simultaneously and provide the best resource as per project/client's requirement
* For new requirements preparing Req intake form by discussing Designation, CTC Bracket, notice period, Delivery time, target companies, work location and other mandates required for streamlining recruitment process
* Using various sourcing channels like **Job Portal (Naukri,Monster,Linkdin), internal database, networking, referencing, and Professional Sites.** Managing various stakeholders for effective recruitment
* Conducting first level interviews (Telephonic) to check communication Skills, technical skills, interest level, availability, and salary
* Providing necessary information about the client and the role to the candidates before interview.
* Explaining the criticality of the role and the expectations of the client from the given opportunity.
* Interact with applicants and technical panel to schedule interviews
* Facilitate in-person, Telephonic and Skype interviews with potential candidates before making recommendations for final interviews with the hiring manager(s)
* Building pipeline and maintaining Database of software Professionals by skill wise, Experience levels & Trackers on Daily & weekly basis.
* Have been able to deliver results on time by meeting the deadlines and timely closure of the given task.
* Preparing monthly reports, maintain trackers and provide necessary details to Managers as and when required
* Experience in utilizing internal database and creative resources to identify potential candidates.
* Regular discussion with stakeholders on the hiring status
* Closing all active requisitions before aging

**Blue-chip HR Solutions - Chennai**

**Senior HR Recruiter – (Sep 2014 – Nov 2019)**

* Manage End to End recruitment activities from Sourcing till Placement.
* Create Job Descriptions and Post openings in leading Job portals. Creation of a recruiting and interviewing plan for each open position
* Source Candidates through Portals and database, based on client Requirements for the required Skill set and experience
* Assess candidate information, including resumes and contact details, using our Applicant Tracking System (ATS)
* Post interviews follow ups with short-listed resumes, checking the availability for telephonic interview with the clients
* Organize and attend job fairs and recruitment events
* Prepare and maintain daily and monthly Reports about sourced candidates, scheduled interviews and target achieved
* Foster long-term relationships with past applicants and potential candidate

# EDUCATION

*MBA human resources management*

*University of Madras Chennai*

*Passed Out – 2014*

*SDNB Vaishnav College Autonomous women’s College Chennai*

*BCOM Commerce Passed Out -2012*

# ACHIEVEMENTS

***Achievements:*** *Achieved Three times Employee of the quarterly targets*

***Awards: -*** *Got Consistent performer Award*

*Outstanding and Raising Star Award*

# LANGUAGES

Tamil (Fluent)

English (Fluent)