A S ANUPAMA

**PROFESSIONAL PROFILE**

* **TEAM LEADER – TALENT CORNER, BANGALORE (SEP’15 TO PRESENT)**
* Handling a team of 3 members (Apr’19 to Present).
* Recruited both IT & Non IT (Mostly in IT positions).
* Worked on many skills like JAVA, AWS, AZURE, GOLANG, CLOUD SERVICE ETC.
* Achieve Team Targets
* Help Team Members in closures.
* Closed various positions in IT requirements
* Responsible for end to end recruitment
* Get requirement from client with job description
* Sourcing potential candidates from various job portals (Naukri, Monster, Linkedin)
* Screening and shortlisting the prospective candidate based on the job profile
* Brief Candidates about the job profile & company.
* Coordinating interviews with the hiring managers.
* Follow up to ensure candidates attend interviews as scheduled
* Following up on the interview process status.
* Document the process on Microsoft Excel
* Arrange interviews various platforms
* Check the duplicacy of the candidates
* Coordinating with candidates for document verification
* Conduct a primary document verification, BGV
* Interacting with clients for feedback and candidates till joining.
* Raise invoice once the candidate joins.
* Maintain Candidates Database.
  + **HR & ADMIN EXECUTIVE – PROPERTY ANGEL PVT LTD (DEC’12 TO AUG’15)**
* Handled end to end recruitment for various positions for in house requirements.
* Preparing Offer letters related to HR formalities.
* Conduct induction & joining formalities
* Generate EMP codes & process for Id cards
* Maintaining employees file.
* Do BGV of the candidates.
* Maintaining attendance.
* Bio-metric handling.
* Grievance handling related to employees.
* Exit formalities
* Handling of all HR operational work.
  + - * 80% recruitment and 20% generalist.

 **CUSTOMER CARE ADVISOR - AVIVA 24/7, bangalore (MAY‘05 TO SEP’09)**

* Achieve 120% Target for Sales ( Motor Car Insurance)
* Periodical calibration with the new consultants to enhance quality performance.
* Maintaining customer required preset quality requirements.
* Enhancing the performance of the consultants through regular feedbacks regarding quality performance.
* Periodical calibration with the consultants setting new standards everyday as per the company requirements.

 **SECRETARY - PRATIBA CREATIONS, BANGALORE (FEB’95 TO DEC’02)**

* Taking care of the administration from all aspects of operations like front office co -ordination, marketing activities (in house & outdoor), man power allocation, daily reviews, administration, public relation, support & co-ordination & all possible works that are to be taken care.

**personal profile**

\* Positive mental attitude, Superior delegating and supervising skills, excellent planning, analyzing and leadership skills, Proficient PC skills.

\* English, Hindi, Kannada

**PERSONAL DATA**

**Father’s Name** : A R Seshagiri

**Date of Birth** : 09.10.1977

**Nationality** : Indian

**Religion** : Hindu

**Hobbies** : Travelling, Listening to soft music & reading books.

**Educational Qualification** : B.SC

**Additional Qualification** : Course in HR from HR House,UNIX, MS Office, C, C + +

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**A S Anupama**