**ADLIN KANISHA K S**

**Anna Nagar, Chennai (600101) | 6385838688 | nisharaj.raj94@gmail.com**

**Summary**

Self-motivated, thoughtful, and dedicated recruiter with 4 years of experience in BFSI and IT recruitment and 1 year in teaching Business, looking for a position where I can have strong team collaboration, professional growth and increased responsibility.

**Recruiting Tools**

Naukri | Monster | LinkedIn

**Placement Areas**

Finance & Accounting | Investment Banking | IT Professionals | Project Managers | Logistics

**Areas of Strength Includes**

|  |  |
| --- | --- |
| * Sourcing * Offer Negotiation * Building strong referral network | * Screening * Database creation & Maintenance * Excellent Interpersonal skill |

**Professional Experience**

**Consultant – IT & Engineering Recruitment, Paradigm Ventures (Oct 2021 to June 2023)**

**Roles and Responsibilities:**

* End to end recruitment
* Sourcing and Screening CVs based on Client’s requirements.
* Explaining the job description to candidates.
* Scheduling interviews and regular follow up till onboarding.
* Maintaining good relationship with candidates.
* Clients worked for: FLSmidth, TVS SCS, Sedemac Mechatronics, Hussman, Hapag Lloyd, Appian etc

**Executive – IT Recruitment, Tech MandraMinds (May 2021 to Sep 2021)**

**Roles and Responsibilities:**

* End to end recruitment
* Sourcing, and Screening
* Explaining job description to candidates.
* Complete focus on big data, Data Science and Digital Marketing openings.
* Clients worked for: Altimetrik, TCS, Marlabs

**Cambridge Enterprise & English Teacher, Excel Central School (Jan 2019 to Jan 2020)**

**Roles and Responsibilities:**

* Teaching English for Grade 5 and 6.
* Teaching Cambridge Enterprise for Grade 8.
* Class in charge for Grade 8.

**BFSI Recruiter, Covenant Consultants (May 2016 to June 2018)**

**Roles and Responsibilities:**

* Handling complete Recruitment life cycle.
* Requirement gathering, understanding the requirements given by various clients for their manpower positions.
* Effective Database of profiles built through various sources.
* Briefing the profile and requirement specifications to the candidates, conducting initial screening to judge the candidate’s suitability and candidates’ interest on the requirement.
* Coordinating with the Candidates and Technical Interviewers for Direct or Telephonic Interviews for Short listed Candidates
* Clients worked for: HSBC, State Street, Credit Suisse, Barclays. Olam International, SourceHOV etc

**Education**

BA English in Stella Maris with 5.5 CGPA -2014

MBA(HR with Finance) in Vel Tech B-School with 8.03 CGPA -2016

I, hereby declare that all the information given in the resume is true to best of my knowledge.

**(Adlin Kanisha K S)**