**NAGINI TUNGAM**

**Contact:** 7075629527

**Email:** [**nnagini87@gmail.com**](mailto:nnagini87@gmail.com)

**Career Objective:**

To build a long-term relationship with the organization by working for achieving the organization’s goals and objectives by putting all my experience with sincerity and dedication.

**Area of Expertise:**

Sourcing |Recruitment/Staffing| Talent Acquisition| Team Management |Client Handling |

**Core competencies:**

Technical Hiring| IT Recruitment | Sourcing & social media |Recruiting Referencing & Networking |Head Hunting & cold Calling | Salary Negotiation | Bulk Hiring | Client Relationship Management |

**Professional Overview:**

* 5+ years of experience in IT and NON-IT recruitment. And focused on the placements

on every IT Technology like (Java, Dot net, Devops, Testing, SAP, AWS, UI, Data science, ERP).

* Involved in End-to-End recruitment in the domestic market with leading IT and Non-IT.
* Good Experience on contract and permanent Staffing.
* Strong Hands-on work experience in sourcing the profiles through various job portals like (Monster, Shine, Naukri) and LinkedIn, Social sites, through Database, Mass mailing.
* Solid recruitment experience in Talent Acquisition - Leadership Hiring, social media Hiring, Niche hiring, head hunting, Social HR, Employee/Employer Branding. Corporate Recruitment, Domestic IT staffing End to End recruitment. Involved in Client Handling, Team Leading, C2H & permanent staffing. Excellent experience & exposure in IT recruitment activities, employee relationship, coordinating with the clients for placing the candidates. Proficient in recruiting techniques like Requirement Hunting, Networking, and Internet based recruiting tools.
* Hiring for roles like Developers, Leads, Managers, Architect, Director/Senior Director.
* Understand the requirements from the technology perspective and resource the right consultants using the Search strings.
* Understanding the client requirements, coordinating for shortlisting, and screening including preliminary interview of the candidates.
* Keeping Track of Responses & Short-listing Profiles.
* Assigned to handle the entire Recruitment activity for Pan India, which includes the decision on source of recruitment, screening of profiles, coordinating selection process.
* Handling recruitment process on a wide range of position i.e., Junior, middle & senior levels.
* Analyzing Company requirements and strategizing plans accordingly, for accomplishment of goals.

**Professional Experience**

**Company: Symphoni HR April 2022 till now**

* **Roles and Responsibilities: Senior Consultant**
* Handling end to end IT recruitment from junior to senior level.
* Strong work Experience on IT Technologies (Java FS, .Net FS, React Native, UI, AWS, QA, Devops, Python, SAP Tech/Functional, Data science, Salesforce, Scala, ERP, MERN Stack, ETL, Azure,) etc.
* Working on permanent as well as Contract requirements, majorly IT.
* Good Experience on IT Skills and Ability to work on any technology.
* Working with Product and Service-based clients’ requirements.
* Co-ordinating and getting the requirements from the **SPOC**.
* Creates and maintain healthy working relationship with Clients as well as candidates.
* Understand the client requirement and Sourcing profiles as per client requirement.
* Sourcing the profiles through various job portals like (shine, Monster, Naukri) and LinkedIn, through Database, Mass mailing. job posting. Bulk mailing.
* Interacting with candidates and giving them a preview about the company and interview Process and Role.
* Draft recruiting emails to attract passive candidates.
* Screening the candidates by checking their experience and technology and evaluating their Communication Skills, Technical Skills.
* Coordinating with clients and conducting preliminary round of interview for the shortlisted candidates also Salary negotiations with selected candidates
* Follow up with client’s as well as candidates until the selected candidates get the offer letter and complete onboarding formalities in the organization.
* Maintaining candidate’s database. and make sure the target is achieved.

**Company: Upshoot HR Solutions Pvt Ltd May 2021 to March 2022**

* **Roles and Responsibilities: Senior Recruitment Consultant**
* Handling end to end IT recruitment.
* Strong work Experience on IT Technologies (Java, .Net, UI, AWS, Testing, Devops, Python, SAP, Data science, Salesforce, ERP, LWC, Talend, Hadoop,) etc.
* Good Experience on IT Skills and Ability to work on any technology.
* Handling Product and MNC clients’ requirements.
* Creates and maintains close and healthy working relationships with Clients.
* Hands-on work experience in sourcing the profiles through various job portals like (Monster, Naukri) and LinkedIn, Social sites, through Database, Mass mailing. job posting. Bulk mailing.
* Understand the client requirement and Sourcing profiles as per client requirement.
* Interacting with candidates and giving them a preview about the company and interview Process and Role.
* Draft recruiting emails to attract passive candidates.
* Screening the candidates by checking their experience and technology and evaluating their Communication Skills, Technical Skills through telephonic conversation.
* Checking the availability of the candidates, conducting preliminary round of interview and Salary negotiations with selected candidates.
* Coordinating with clients and scheduling interviews for the shortlisted candidates.
* Follow up with client’s as well as candidates till the selected candidates get the offer letter and joins the organization.
* Collaborate with managers to identify future hiring needs.
* Maintaining a database for the future prospective.

**Company: Monster India Pvt Ltd May 2019 to Feb 2021**

* **Roles and Responsibilities: HR Executive**
* Good hands-on work experience in External and internal Hiring.
* Job editing and job posting for India, Gulf, and southeast Asia channels.
* Understand the Job description and searching relevant resumes from job portal and professionals and social networking sites.
* Handled IT skills (Java, .Net, UI, QA, ERP, Android, Devops, Python, SAP) and Non-IT requirements through monster account and co-ordinate with client relation team as well as for any resume modification.
* Sourcing the profile through portal like (Monster, LinkedIn) and Mass mailing, Reference checking.
* Screening the candidate’s resumes based on the job description.
* Interacting with candidates and giving them a preview about the job description and interview process and screening them as per the requirement.
* Managing the initial round of Telephonic interview to assess the candidate’s suitability, and communication skills, Academic qualifications, technical skills, Experience, Family background.
* Scheduling interviews for the shortlisted candidates.
* Pre offers follow up scheduling interviews, getting feedback from the Manager, and informing the interview feedback to the candidate and further process.
* Developing Employee Relationships and giving support to the consultants as an employee

friendly nature.

* Maintained a database for the future prospective and to develop a strong employee relationship.
* Generating daily, monthly, and weekly reports.

**Company: SP global solution Aug 2018 to Feb 2019**

* **Roles and Responsibilities: IT Recruiter/ Client Acquisition**
* Having strong work Experience on IT Technologies (Java, .Net, UI, Testing, AWS, Devops, Python,)
* Co-ordinating with trained candidates and as well as the clients and done the client acquisition.
* Creates and maintain a close and healthy working relationship with Clients.
* Sourcing profiles by using job portals Like (Monster, LinkedIn, Naukri,) and candidate referrals, job posting.
* Interacting with candidates and giving them a preview about the company and interview Process and Role.
* Screening the candidates by checking their experience and technology and evaluating their Communication Skills, Technical Skills through telephonic conversation.
* Draft recruiting emails to attract passive candidates.
* Conducting preliminary round of interview and Salary negotiations with selected candidates.
* Coordinating with clients and scheduling interviews for the shortlisted candidates.
* Follow up with client’s as well as candidates till the selected candidates get the offer letter and joins the organization.
* To maintain database to produce reports and analysis of recruitment activity.
* Achieved respectable number of placements to the company.

**Company: SAW IT Services Private Limited Jan 2018 to July 2018**

* **Roles and Responsibilities: HR Executive**
* Handled end to end IT recruitment.
* Have Good experience On IT technologies (Java, .Net, UI, Testing, Devops, Python, AWS,).
* Sourcing the profile according to the clients’ requirements through the various Job portals Like (Monster, Naukri) through database.
* Screening the candidates Application to evaluate their technical skills and experience.
* Briefing the candidates about the job requirement and screening them as per the requirement.
* Conducting preliminary round of HR Interview to evaluate communication, interacting with the candidates giving them a brief about the position and checking their position fitment and scheduling Interview.
* Provide shortlist of qualified candidates to hiring managers.
* Coordinating with clients and scheduling interviews for the shortlisted candidates.
* Follow up with clients as well as candidates till the selected candidates get the offer letter and joins the organization.
* Have exposure in keeping a good relationship with the Clients and candidates.
* Responsible for Creating, Maintaining and Updating the database for different skills sets.
* To make sure that targets are achieved.

**EDUCATION**

* MBA in SB Group of institutions (BANGALORE UNIVERSITY) in HR and Finance Domain completed in 2015.
* B.com in Pragati First Grade College For women, Vijaya Pura (BANGALORE UNIVERSITY) and completed my education in 2013.

**Technical Proficiency:**

* MS office (word & excel, power point).
* Regular usage of internet & Emails.

**Professional ability:**

* Confident, quick learning of any new innovative of technology.
* Good communication skills verbal and written.
* Motivation skill, positive attitude.
* Strong critical thinking skills to resolve issue quickly and fairly.
* Group discussion. And good leadership skill to set goal.
* Able to work independently and with the team.
* Hard working, goal oriented. Adaptive, sincere, and supportive.

**Declaration:**

I hereby declare that above information is completely true and correct to my knowledge and belief.

**Date:**

**Station: (NAGINI.T)**