**Gayathri Lakshmi.M**

**Email id**: gayathrilakshmi29@gmail.com

**Mobile No** : +91-9176443529

**Career objective:**

Looking for a challenging IT Recruiting Position with a reputed organization to use my Recruiting Skills towards achievement of the company’s goal and to strengthen my skills and learning.

**Work Experience** :

* Experience as a HR IT Recruiter Tachyon Technologies (March 1st 2022 – March 2023)
* Experience as a Junior ExecutiveTag at Bayballs HR Services private Limited (Nov 2018-Jun 2019)
* Experience as a Recruiter Trainee in SkillMine Technologies (Jan2018-April 2018)

**Key responsibilities:**

* Full Expertise in Contract staffing and Internal recruitment.
* Handling experience on Client Interaction & Client Coordination.
* Recruited on almost all spheres of IT skills for junior, senior, middle and higher management levels and niche requirements.
* Good technical knowledge and Fast Learning ability to understand new technologies.
* Expertise in the areas of sourcing, screening, validating, interview coordination.
* Technically screen candidates for their technical skills as per the requirements.
* Following up with prospective candidates until they complete all rounds of the interview.
* Negotiationof Salary range to fit both company /candidate comfort level and Satisfaction
* Documentation and collecting relevant documents from the candidates, getting their Candidate Information forms, background verification form and the salary Slips to initiate the offer process
* Helping the candidate in understanding the procedures and formalities of offer and the company.

**Academic Chronicle:**

* B.E (CSE) from Agni College of Technology in 2017
* HSC-Christ Church Anglo Indian Higher Secondary School in 2013
* AISLC-Christ Church Anglo Indian Higher Secondary School in 2011

**Client Handled:**

Capgemini,GE,Approyo,Johnson&Johnsons,P&G,Vertex,Vistra,Method360,Vrize,PFS WEB,IBM,Infosys,Wipro

**Technologies Handled:**

* Java Fullstack, Core Java, Java
* Informatica EDC developer
* Node JS Fullstack
* Data Engineer
* JAMA Developer

**Personal skills:**

* Always owed with “can-do spirit”.
* Hard worker while creative.
* Able to work independently, as a part of team, able to grasp new things quickly.

**Personal details:**

Name : M.Gayathri Lakshmi

Gender : Female

Date of birth : 20.06.1995

Marital status : Single

Nationality : Indian

Languages known: English, Tamil.