MANGAL mETI

HR

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# carrer objective

To obtain a position that will enable me to use my organizational skills, educational background, and my ability to work well with people. My belief is that positive teamwork is necessary for self-improvement and also for the development of the organization. My personality traits include being cooperative, a team worker, responsible, reliable, practical, and punctual.

# educational qualifications

* Done **10th** in Mary Immaculate Girls High School in the year 1995 and **12th** in Dempo Commerce and Economics in the year 1997 from GOA BOARD
* Dempo College of Commerce and Economics **Bachelor's Degree** Panaji, Goa Graduated May 2000
* **Post Graduation** in **MBA (HR) Annamalai University** Annamalai Master in Business Administration (HR) Graduated December 2011.
* Manipal Institute of Education Diploma in Computers Panaji, Goa Graduated July 1999

# Employment summary

##### job 4

* Company **:** **Translab Technologies Bangalore**
* Designation **:** IT Recruiter Central Recruitment Team(CRT)
* Duration **:** Oct 2021 to till date

**Responsibilities:**

Involved in the end-to-end recruitment process for IT professionals across all levels and major IT skills.

* Responsible for the entire recruitment cycle right from searching/
* sourcing and screening resume to short-listing candidates, coordinating, & conducting interviews(Mircsoft teams)
* Sourcing and shortlisting the resumes through job portals like Naukri, LinkedIn, Monster, Hirect, etc.
* Scheduling interviews, and briefing candidates before and after interviews.
* Contacting candidates, following up with candidates, and managing candidate pipeline.
* Client Handling
* **Recruitment & Selection**-
* End to End Recruitment in house and with various technology partners.
* CTC & Notice period Negotiations
* Initiating offer letter.
* Proper follow-up on the candidates to ensure timely joining and avoid last-minute surprises.
* Updating all the candidates details in KEKA HIRO.

##### job 3

* Company **:** **INFOSYS LTD** --Bangalore
* Designation **:** Senior Process Executive
* Duration **:** March 2007 - November 2010

**Worked for ING VYSYA BANK, US**

Worked for 6 Months Handled all US Clients to Create, Modify, And Delete bank details.

**Worked for CISCO, UK**

Handled all UK Clients to ship the damaged products, and extend the warranty of the product like routers and switches. Extension and Deletion of Contract.

**Worked for BRITISH TELECOMMUNICATION, UK**

Handled all UK Clients with Repair landline Complaints and Billing of landlines. (regarding the plan, call charges, and other charges.

##### job 2

* Company **:** **SITEL** -Bangalore
* Designation **:** Technical Support Executive
* Duration **:** March 2007 - September 2007

**Worked for SITEL, US**

Handled inbound calls (US Clients) Used to help in the installation and troubleshooting of LEXMARK PRINTERS And shipped damaged and extended the warranty of the cartridges.

##### job 1

* Company **:** **BSNL Goa**
* Designation **:** Customer Support Executive
* Duration **:** March 2003 - March 2007

**Worked for BSNL (Goa, India)**

Handled inbound calls for BSNL Customers. Used to help in State Directory, Installation, Repair, Billing, and deletion of landline. Handled all installation, Troubleshooting, and Billing of BSNL Internet. Helped in setting, blockage, and Billing of BSNL Mobile.

##### declaration

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Place: Bangalore

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