

**SUMATHI.V**

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High energy driven professional targeting assignments in **IT** with an organization of high repute

**Preferably in Chennai**

* Result- oriented professional with nearly 9+ years of experience in End to End Recruitments
* Possess experience of handling employee queries regarding employee ID, salary breakup.
* Evaluated applicants by discussing job requirements and applicant qualifications with managers;
* Interviewed applicants on consistent set of qualifications
* Demonstrated rapid adaptation to recruiting for contract positions across multiple geographies while maintaining excellent relationships
* Successfully organized Campus Recruitment and walk-in drives
* Experienced in manpower planning & talent management with demonstrated skills in recruitment along with other corporate HR related functions viz. interviews, on-boarding, induction, onsite / inclusivity, advancement planning, redressal issues, communication calendars, exit interviews
* Hands on experience in Excel
* Skilled in maintaining effective employee relations with staff across all levels on day to day matters through career counseling, role enrichments, feedback sessions & settlement proceedings; effective in enabling / empowering employees to voice their opinions / grievances on a common platform

**Areas of Exposure**

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| * **Recruitment & Retention** * **Reporting & Documentation** * **Campus Drives** * **Leave Management** | * **Background Checks** * **Performance Evaluations/Trainings** * **Stake-holder Management** | * **Head Hunting** * **Vendor Management** * **Vendor coordination and support** |

**Organizational Experience**

**Thinkpalm Technologies, Chennai India Aug 2022 – July 2023**

**Lead – Talent Acquisition – IT Recruitment**

ThinkPalm Technologies Private Ltd. (http://www.thinkpalm.com) is a product engineering and software services company, formulated by a team of entrepreneurs with boundless passion for technology and innovative thinking. Promoted by a multi-million dollar company, ThinkPalm exists to deliver products and services to clients spread across the globe. Aiming to achieve service excellence through integrity, reliability and our core values, company seek to provide an environment of equal rights and satisfaction to the employees and the stake holders, and thereby build up an improved social system. The founders of ThinkPalm bring in with them extensive experience in some of the most challenging markets viz. US, Japan and EMEA and hence seek to build an organization focusing on continuous learning & innovations, to meet & exceed the expectations of clients in these markets.

**Responsibilities:**

* Responsible for **Recruitment** activities of **Think Palm Technologies** different Projects.
* Sourcing of Resume’s from different Job Portals, Employee Reference, through Vendors and Advertisement etc.
* Planning for Telephonic, Skype and F2F Interview with Technical Team, HR Head and Directors.
* Scrutiny of Resumes and Sending call letters for interview.
* Ensured all candidates received their interviews in a timely manner.
* Manage recruitment consistently and effectively with manpower consultancies and aligned as a single point of contact for consolidated recruitment outsourcing.
* Post joining follow up to investigate that the employee is settled well and happy with the role.

**Technologies Handled:** C, Embedded C, C++, C#, Java, VC++, .Net, Asp.Net, Visual Studio, Java with networking, Python Testing & Development, Perl, iPhone/Android, L2/L3 Development & Testing, NMS/EMS Development & Testing, MFC, COM, SIP, Objective C with Mac, Linux, TCL, and Storage Testing.

**Randstad India Pvt Ltd, Chennai India Jan 2021 – Aug 2022**

**Lead IT Specialist – IT Recruitment**

Randstad India is a wholly owned subsidiary of Randstad Holding nv, a € 23.3 billion global provider of HR services.

With a legacy of over 25 years in the Indian market, Randstad is today one of the leading players in the Indian recruitment ecosystem. We believe in combining our passion for people with smart investments in intelligent technology to help organizations and talent realise their true potential. Employing over 800 specialist recruiters across our 20 office locations, Randstad India provides a full range of solutions including temporary and permanent staffing, outsourcing and other workforce solutions in the areas of engineering, finance and accounting, human resources, IT, manufacturing and logistics, and sales and marketing.

**Responsibilities:**

* Managed a team of 7 recruiters including pre-screening, conducting personal interviews, Submitting the candidates in client portal, Scheduling interviews, Preparing the candidate for the interview and closing the candidate for the position once the candidate is offered for the particular role.
* Involved in full cycle of Recruitment Life Cycle (RLC) like sourcing, identifying candidates, telephonic interviews, screening, qualifying and negotiating rates, internet searches, performed reference checks, identified opportunities, candidate selection and preparing candidates.
* Supervise the recruiting team and report on its performance
* Managed End to End Recruitment activities
* Managed client coordination, attending client calls to get the job requirement and clarity, metting the clients directly to get more business.
* Conducted Great conversation every month with the recruiters to review their performance to help them with the improvement areas and setting the expectation for the upcoming months targets.
* Worked on various Vendor Management Systems (VMS) such as IQ Navigator, Fieldglass and Beeline to trask the candidates status for the MSP clients.
* Hands-on experience with Applicant Tracking Systems and HR databases
* Maintenance of database in Excel as a tracker (Positions, candidates, submittals, interviews) and documenting, including high to low profile personnel.
* Regularly in touch with the consultant, and the account manager regarding the updates and status of the positions.

# 18th April 2018 to 31st Aug 2020

**Encore Theme Technologies Pvt Ltd, Chennai as HR Executive**

**Roles & Responsibilities:**

**HR**

Communicated with employer information and benefits during screening process; followed up on the interview process status

* Evaluated applicants by discussing job requirements and applicant qualifications with hiring managers; interviewed applicants on consistent set of qualifications
* Conducted telephonic / personal interaction with potential recruits to ascertain their suitability and obtained preliminary information regarding salaries, their availability and so on
* Interacted with clients on a daily basis to share updates on the status of resources as well as on new requirements
* Developed networks of people and processes to support a strong pipeline of efficient candidates
* Collaborated with vendors to achieve goals and expectations
* Managed internal resource requirements; filling gaps in the manpower recourses by coordinating with departments identifying and filling gaps in manpower resources

**Recruitment**

* Monitored online applications and regularly added profiles to source database by online search, networking, head hunting and referrals
* Determined applicant qualifications by interviewing; analyzing responses, verifying references, comparing qualifications to job requirements and so on
* Coordinated HR Round of interview.
* Handled screening and short-listing of profiles as per the requirement; negotiated on salaries and finalized as per the offer

**On boarding**

* Organized given recruitment operations; Releasing Offer Letter (Checking Approval), documentation & onboarding formalities of new joinee, handled induction Process across all levels, handled grievances
* Managed Documentation work regarding joining procedures of new joiners
* Lead Induction Program and joining formalities for new recruits

**Performance Management System**

* Checking for eligibility of employees to be under performance appraisal process.
* Shooting of performance appraisal forms to employees for self-appraisal.
* Collating the self-appraisal forms and sharing with 2nd level managers for evaluation.

**Payroll and HRIS (Human Resource Information System)**

* Processing payroll though software and coordinating with accounts dept for salary release.
* Updates payroll records by reviewing and approving changes in software.
* Releasing the salary payout monthly, and salary slip.
* Updating Master File daily basis and generate Monthly Reports.
* Salary processing and ensuring timely, payment of salaries.
* Maintaining leave records monthly basis.
* Handling queries from all the Associates regarding Salaries, PF & ESIC, follow-up. Etc.
* Checking for salary hold for absconding cases and salary release for special cases.
* Maintain employee-related database with information such as current manpower strength, confirmations, transfers and attrition.

# GAP: March 2017 to March 2018 maternity gap.

**19th Nov’14- 20th Feb’17**

# ASAP Info Systems Pvt. Ltd, Chennai as Team Lead/Sr. Recruiter

**Roles & Responsibilities:**

* Stakeholder Management: Effective interaction with the Hiring Manager to monitor fulfillment for vacant position and
* simultaneously working on multiple positions
* Sourcing & Screening: To do extensive search and head hunting for Non-IT & IT Lateral/Support recruitment and identify high-quality profiles.
* Co-ordination & Scheduling: Efficiently coordinating with candidates for conducting interview with the stakeholder’s
* BGV & Offer Letter: Taking care of full documentation and following the necessary compliance part with the help of BGV & Offer team in recruitment process
* On-boarding: Serve as the first point of contact for candidates at all levels follow up with the candidate till the On- boarding date

**28th Dec’12- 13th Nov’14**

# Helios & Matheson IT Limited. Chennai as IT Recruiter

**Roles & Responsibilities**

* Sourcing profiles by visiting job portals, candidate referrals, job posting & company database & screening the CVs and conducting HR validation.
* Conducting preliminary interviewing and negotiations with identified candidates.
* Formulating selection criteria for the individual clients depending on their specific needs & aligned with their corporate values.
* Recording data about the interview schedules, offered candidates, pending joiners, current open positions and status of the candidates.
* Planning, coordinating and executing head hunting process; maintaining a comprehensive data bank of all employees with varied background.
* Following up with employees to complete their competency review with in the timeline given by the management.
* Coordinate & Communicate with Recruitment Clients over phone and email.
* Meeting the clients to understand their business and getting new business from them.
* New client creation, relationship building.

**Clients handled:** TCS, CTS. Bank of America, HCL , HP, IBM , L &amp; T , HP , Capgemini, Accenture , Virtusa ,I Gate , Infosys , Dun &amp; Bradstreet, Bristle cone , Amdocs

**24th May’11- 13th Nov ’12**

# Newt Global LLC. Chennai as Recruitment Executive

**Roles & Responsibilities**

* Analyzing the requirements and sourcing the perfect profile for my Clients on daily basis.
* Mentoring and supporting my team regarding the requirements, screening the consultants and rate negotiations.
* Closing the positions by optimum utilization of the available bench accordingly and transferring the resource across projects after understanding the project need.
* Maintaining and developing strong relationship with the clients (Tier1 Vendors), Employers and consultants.
* Identifying and submitting the matching resume for the requirement received from Prime vendors.
* Worked with Full time (FTE)/ Permanent, Contract 2 Hire (C2H), Corp-Corp (C2C) requirements.
* Working with US Citizens, GC holders, and H1B consultants involving W2, 1099, Corp-Corp tax terms.
* End to end recruitment, sourcing, short listing, and screening of profiles from Job portals like Monster, Dice and Career Builder
* Taking care of weekly and monthly reports.

# Skill: MS office- Word, Excel, Power point, MS Outlook, Internet and E-mail operations.

**Technical Skills**

* **MS Excel**
* **MS PowerPoint**
* **ATS System**

**Academic Details**

**B.E. (Computer Science) Aarupadai Veedu Institute of technology, Affiliated to Vinayaka Mission University in 2011**.

**Credentials**

* + **Earned the highest incentive for Recruitment at PAN India level.**
  + **Achieved Exemplary Teamwork Performance Award for 2014-15**

**Personal Details**

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| **Dateof Birth: Languages:**  **Address**: | 16 May 1990  English, Hindi  No:11/13B, Palayakara 2Nd Lane , Ayanavaram, Chennai-23 |

**Place: Chennai Sumathi V**