**Summary**

18+ Years of experience in End-to-end technical hiring for Product development companies, StartUps, Microsoft Partners, SAP and Salesforce partners, Analytics and BFSI.

Expertly managing the full-life cycle of recruiting for your positions (source, pre-qualify, interview, assess, extend/negotiate offers, BGV Checks).

ASEAN/(APAC), UK, Europe and domestic IT recruitments -

Countries handled Australia, New Zealand,

Singapore, Malaysia, Indonesia, Philippines, Hong Kong, China, UAE & India. Experience in leadership hiring with a specialty in product, technology and general management functions.

Experience in a variety of mid to senior level managerial and executive roles, exposed to generic as well as complex and hard to find technology skills. Thrive in a fast-paced, deadline-driven environment

Providing daily and weekly reports on the recruitment status to the top management, managing ATS and leading a team of 5 recruiters.

**Expertise**

**14+ years of experience in APAC regions Singapore, Malaysia, Taiwan, Thailand, Philippines, Indonesia, Vietnam, Australia.**

**12 Months experience in UK/Europe recruitment, worked as Account Manager cum Lead Recruitment**

**Has 6+ years of experience in Client Acquisition & Servicing /Account Management & CRM /HR Operations/Marketing & Sales /End-to-end coordination/Team Handling/Process Implementation in Domestic Market.**

**PROFESSIONAL EXPERIENCE**

**Employer: Adastra Consultants Pvt LTD**

**Duration: 4th Nov 2024 – Till Date**

**Designation: Senior Manager – Asia Pacific**

**Reporting to: Vice President**

**Roles & Responsibilities:**

* Developing and executing recruitment strategies, managing a sales team, setting and achieving sales targets, and building relationships with clients.
* Responsible for hiring, training, and motivating the sales team to meet revenue goals.
* Currently acquired 3 clients in MY
* Handling team for APAC (SG. Malaysia & AUS).
* Well versed in E2E recruitment process.
* Screening profiles re-validate & submit to client
* Handling clients, discuss on new & existing requirements, gathering relevant information pass download to my team.
* Maintain excel sheet record on team report.
* Skills: Screening · Teamwork · Market Intelligence · Training · Team Training · Recruitment Marketing · Marketing · Hiring · Candidate Experience · Sales & Marketing · Strategy · Assessment. Ensuring timely services to meet the deadline provided by the client for both permanent & temporary staffing services.

**Employer: Xcela Corporation**

**Duration: 19th April 2024 – October 2024**

**Designation: Business Head (APAC, UK, USA & India)**

**Reporting to: Managing Director**

**Client Service**

Build and maintain relationships with client contacts and decision makers

Ensure client satisfaction through timely delivery, while maintaining quality

Business Development

Generate new leads

Generate greater revenues from existing clients through better client service

**Employer: Manpower Group Malaysia**

**Duration: 25th July 2022 – March 2024**

**Designation: Delivery Team Lead (APAC)**

**Reporting to: Director Sales**

**Roles & Responsibilities:**

* Handling 10 members of team for APAC (Malaysia).
* Well versed in E2E recruitment process.
* Screening profiles re-validate & submit to client
* Handling clients, discuss on new & existing requirements, gathering relevant information pass download to my team.
* Maintain excel sheet record on team report.
* Coordinating with 20+ Sales team members.  Reporting to Director one to one every week
* Focusing on IT, Non-IT, individual project, Temp, Perm, Contract & Staffing.
* Coordinate on interview schedules, on selection will prepare OLC & share with HR team.
* Skills: Screening · Teamwork · Market Intelligence · Training · Team Training · Recruitment Marketing · Marketing · Hiring · Candidate Experience · Sales & Marketing · Strategy · Assessment. Ensuring timely services to meet the deadline provided by the client for both permanent & temporary staffing services.

**Employer: Nityo Infotech**

**Duration: February 14th, 2022 – 20th July 2022**

**Designation: Resource Manager (APAC & India)**

**Reporting to: Director Sales**

**Roles & Responsibilities:**

* Handling 10 members of team for APAC & India.
* Screening profiles re-validate & submit to client
* Handling clients, discuss on new & existing requirements, gathering relevant information pass download to my team.
* Maintain excel sheet record on team report.
* Coordinate on interview schedules, on selection will prepare OLC & share with HR team.
* Once candidate joins will share deployment details with team.
* EOD will share resumes certified by me to Sales Manager.

**Employer: R Systems Internationals**

**Duration: May 2019 – Nov 8th, 2021**

**Designation: Senior Recruiter Resourcing (APAC)**

**Reporting to: VP**

**Roles and Responsibilities**:

* Leading team of 4 members.
* Managed the team in Technical Sourcing for all direct clients.
* Sourced Candidates for Contract and FTE positions skilled in the IT area.

Screened candidates based on technical abilities, work history, education, industry experience location, salary expectations, communication skills, and soft skills.  Sourced candidates via database search, user groups, Linkedin,

Corporate Recruiter, job boards, referrals, Jobs bank, Efinancial etc…

* Organized and participated in panel interviews of potential engineering applicants with hiring teams
* Conducted pre and post interview evaluations of all candidates as per the hiring teams / manager's needs.
* Well versed experienced fulfilling full time requirements and corp-corp requirements.
* Maintain good relationship with all the vendors and clients we have.
* Participate in recruitment, interview and selection of candidates for various levels of position
* openings and promote a work environment that openly embraces individuals with diverse backgrounds and experiences.
* Meet established hiring targets and maintains compliance with established reporting struct

**Account Management Skills**:

Acquired new client Leadiq Singapore and working with my team members for Apex Developer and Scala Developer.

**Clients Working for: NTUC Income, Manulife, NTUC FP, UOB, Tokio Marine, NE Digital,**

**Singtel, Life Fitness, Thales Gemalto, Tech M, JLT, Panasonic, A\*Star, Philip Scurity, Leadiq,**

**Nahimic**

**Employer: Realtekh Software consulting Private LTD/ Cubestech**

**Duration: October 2018 – May 1st 2019**

**Designation: Account Manager /Team Lead (UK/Europe)**

**Reporting to: MD**

**Roles and Responsibilities**:

Interact with the clients to understand their line of business requirements and full-fill their needs. Regular Interaction / Meetings with the Business Unit heads will help me to have clarity on the open positions and the fore-castings and it had enhanced the business relationship as well.

Ensuring timely services to meet the deadline provided by the client for both permanent & temporary staffing services.

Clientele:

TCS, Hexaware

**Employer: Pan Asia HR Solution**

**Duration: Feb 2014 To September 2018**

**Designation: Indidivual Contribution /Team Lead (APAC)**

**Reporting to: Account Manager**

**Roles and Responsibilities:**

India/Domestics Sr. IT Recruiter, ASEAN (APAC) Sr.IT Recruiter- Countries handled like

Singapore, Malaysia, Indonesia,

Philippines, Hong Kong, China, Thailand and India. ANZ Sr. IT Recruiter Countries handled like

Australia; New Zealand completed into end-to-end IT Recruitments

Experience in Complete Recruitment Lifecycle including sourcing/ screening profiles through database, Social Networking site.

Line up and follow with candidate initial interview to joining with client handling all the process of re cruitment as well handle the team of 4 members.

Experience in recruiting candidates for Contract, Contract to Hire (C2H) & Permanent role.

Gathering the job requirements from Client end in absolute clarity so as to source the perfect match.

Extensive experience in initial screening of candidates through telephonic interviews.

Scheduling & preparing the candidates for telephonic, Face 2 Face & Video Conference interviews Salary negotiation & bridging the gap between client and candidate to meet closures.

Recruited for all levels of management hierarchy from entry level positions to project managers.

Strong Exposure of handling in recruiting skilled candidates for giant IT organizations.

Maintained database for future purposes.

Maintained weekly, monthly MIS Reports.

Methods to Source Profiles:

Using Social Networking Site (LinkedIn, Facebook),Through Jon portal like Monster (SG/India),Nau kri(India),Database, Headhunting from target companies, Hardcore referencing, Screening from job portals, Cold Calling, Job postings on portals, Mass mailing, through group search, Personal networking, Job Posting.

Pure into Information Technologies for Different Vertical like

ITIL, Telecom, Banking/Finance, Insurance,

IT Software/ Hardware, Energy & Utilities, Oil & Gas etc

Clientele

WIPRO, HCL, Panasonic & Maxis, GSK, CITI, NCS

**ACHIEVEMENTS & PARTICIPATION**

Received Recruitment Innovation Award for strategic hiring idea and improvising renege percentage while working with HCL Tech.

Received Spot Awards for handling few crucial clients and their requirements within a stipulated time period while working with HCL.

Received recommendations by various managers & directors to hire very niche skills.

**Employer: ALP Consulting as an Account Manager**

**Duration: Aug ‘13 – Feb ‘14**

**Designation: Account Manager (Non-IT)**

**Reporting to Regional head**

**Roles and Responsibilities:**

* Interact with the clients to understand their line of business requirements and full-fill their needs. Regular Interaction / Meetings with the Business Unit heads will help me to have clarity on the open positions and the fore-castings and it had enhanced the business relationship as well.
* Ensuring timely services to meet the deadline provided by the client for both permanent & temporary staffing services.

Clientele

Ingram micro, Igate Patni, Avnet, Antwerp Diamond Bank, Redington, ITD Cementation

**Employer ATEM Corp**

**Duration Aug ‘12 – Jul ‘13**

**Designation Account Manager**

**Reporting to Vice Persident**

**Roles and Responsibilities:**

* As an Account delivery, interact with business SPOCs to understand the requirements and Ma naging internal customers and regular review with them on the hiring matrix.
* Perform quality checks on the kind of profiles sourced by team members.
* Monitor key SLAs/KPIs pertaining to sourcing effectiveness and efficiency: E.g Sourced to shortlisted CVs, etc and key contact for the assigned *accounts*.
* Maintaining customer base and keep daily activity logs, matching qualified candidates with cl ient orders through advanced screening and qualification techniques.
* Thoroughly interviewing candidates, assessing skill and experience levels as well as culture fi t as per the customer requirement.
* Following up with clients after delivering submittals, interviews and placements to ensure exp ectations are met, as well as soliciting additional job orders and premarketing new candidates.

Clientele

Infosys,SPI Global,Maveric,kobelco

**Employer M/S Iborderless India Pvt.Ltd**

**Duration Feb 07 – June ‘12**

**Designation Sr.Recruiter/BDM/Account Manager**

**Reporting to Team Lead**

**Roles and Responsibilities:**

**People Management**

Responsible for recruitment of team

Provide guidance and coaching to team

Motivate and empower team to deliver team goals

**Client Service**

Build and maintain relationships with client contacts and decision makers

Ensure client satisfaction through timely delivery, while maintaining quality

Business Development

Generate new leads

Work with Business Head’s/ Business Manager’s to convert leads into relationships

Generate greater revenues from existing clients through better client service

Clientele

IGATE, Ingram micro, Patni and Avnet,

**Education Details**

Bachelor of Arts in Economics Major, University of Madras, 1997.

Personal Details:

Name: S Jeyalakshmi (Jhansi)

DOB: 25.11.1976

Marital Status: Yes

Husband Name: N Santhanam

Children: 1 Daughter

Hobbies: Listing music & Travelling.