

Curriculum Vitae

SANJAY KUMAR JENA

Permanent Address:

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CARREER OBJECTIVE

I would like to achieve expertise in the field of Human Resource Management. I like to interact with the people from various backgrounds / culture and like to broaden the horizons of my knowledge.

KEY SKILLS

- Lead generation using professional networks, reference.
- Experienced in handling a team.
- Experienced in Bulk hiring, End to End Recruitment.
- Proficient Knowledge in Naukri, Times job, Shine, Indeed and Monster.
- Expertise in using HRMS & Client Portal IQNavigator.
- Advertising in social media and web portals.
- Salary negotiating with candidates.

CURRENT WORK EXPERIENCE

- Working as a Recruitment Analyst in Trigent Software Pvt Ltd. From 23-Apr-2019 to Till Date.

Roles & Responsibilities:

- ✓ Responsible for End-to-End recruitment process from Sourcing to Onboarding.
- ✓ Handling Recruitment's Like: (Health-care, A/c & Backend, Data Entry, Insurance, Voice & Non-Voice, RPA & VBA, GIS Analyst) etc.
- ✓ Sourcing profiles from Various Job Portals, References, as per the client's requirement for (**Accenture**).
- ✓ Doing candidates documentation through HRMS Portal.
- ✓ Creating offer tracker through HRMS as well as sharing offer tracker to Accounts Manager.
- ✓ End of the day sharing report to Delivery Lead.

PREVIOUS WORK EXPERIENCE

- Worked as a Team Lead- Recruiter in 2Coms Consulting Pvt. Ltd. from 06-Dec-2016 To 15-Apr-2019.

Roles & Responsibilities

- ✓ Responsible for Team Handel as well as End-to-End recruitment process from Sourcing to Onboarding (C2H) with **Accenture** & BPO Bulk Hiring for **Concentrix** (On roll).
- ✓ Handle Team as well as worked as per the client recruitments.
- ✓ Sourcing profiles from Various Job Portals, References, as per the client's requirement.
- ✓ Screening of all credentials and caliber of right candidates.
- ✓ Posting and advertising the jobs on various sites.
- ✓ Speaking to candidates regarding their requirements, interest, availability, pay rates, relocation's and the technical skills.
- ✓ Scheduling and coordinating interviews.
- ✓ Responsible for formatting and Up-load resumes to client portals in IQNavigator.
- ✓ Recruited Candidates for (RPA/VBA/ASP.net/ C#) Developer, (Health-care, A/c & Finance, Data Entry, Back-End) BPO (Voice & Non-Voice) etc.
- ✓ Placed High end professional in the area of ITES & IT Industry.
- ✓ Constantly updating candidates on feedback's carrying out all the Co-ordination activities till the final placement and closure of the candidate.
- ✓ Updating records and maintaining file of candidates declined /selected / on hold.
- ✓ Give training to new **Recruiters** & mentoring **Team**.
- ✓ Every day Share Final Tracker to Manager.

AWARDS & ACHIEVEMENTS

- Top 1 Performer of the Month in 2Coms at all Locations.
- Received Since last 17 months of Top Performer Certificates from 2Coms.
- 17 month's I have achieved my targets & received good incentives as per the revenue generates.
- Two times I was received yearly performance award & Highest Revenue Achiever award from 2Coms.

ACADEMIC QUALIFICATION

COURSE	COLLEGE/SCHOOL	BOARD/UNIVERSITY	YEAR
10 TH	Gadachandi High School, Sundarapal	H.S.C Odisha	2008
+2 (Arts)	AnchalikaMahavidyalaya, Hatadihi	CHSE, Odisha	2010
+3 (Arts)	AnchalikaMahavidyalaya, Hatadihi	North Odisha University	2016

TECHNICAL SKILLS

- ❖ PGDCA (**MS Office, Word, Power Point, Internet**)

PROFESSIONAL COURSE

I have completed 3 months CRP (Certified Recruitment Professional) course in **2Coms**.

HOBBIES & INTERESTS

- ❖ Reading Gita
- ❖ Reading News paper

STRENGTHS

- ❖ Positive attitude & Time management.
- ❖ Co-operative with others
- ❖ An optimist who makes himself and others happy all time

PERSONAL INFORMATION

Name	Sanjay Kumar Jena
Father's Name	Subash Chandra Jena
Gender	Male
DOB	20 th June 1993
Nationality	Indian
Religion	Hindu
Marital Status	Single
Languages known	English, Hindi, Bengali, Oriya

DECLARATION

I hereby declare that the above furnished details are true and correct to the best of my Knowledge.

Place: Bangalore

Date:

Yours Faithfully

(Sanjay Kumar Jena)