

Aishwariyah P. R.
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Summary

MBA HR & Marketing with 6 years of experience in Non –IT recruitment having wide knowledge in Domestic & Overse as hiring.

Professional experience:

Presently associated with Dynamic Staffing Services Pvt Ltd

Period: August 2015 – to April 2018

Responsibilities: HR Executive

- Handling niche positions for Engineering & Construction clients
- Getting requirements from clients and sharing profiles within the TAT
- Regular follow up with the candidates & clients for the further process
- Handling after selection process
- Co ordinating with the VISA processing team for the selected candidates and guide them to do their Medical test, submission of VAD etc.,
- Preparation of Daily , Monthly report
- Focused in Middle East, Central Asia and Iraq.
- Having good knowledge in Middle East countries policies and procedures (ban time, exit papers etc.)

Clients Handled :

Enka , Hyundai E & C, Qcon, Caddell, GS Engineering& Construction, HDSK, BEC Oman, Anabeeb Madina, Kharafi , Daewoo E & C,

Associate Consultant at Green Tree Advisory Services Pvt Ltd., New Delhi

Period: December 2013 - December 2014

Responsibilities:

- Handling niche positions for leading Oil Gas & Engineering clients
- Having wide knowledge in overseas and domestic requirements
- Closed position worth INR 1 core
- Preparation of monthly and weekly MIS report
- Focused in Middle East and Gulf countries

Clients handled:

- PETRONAS, Kuwait Oil Company, Petrofac, L & T Hydrocarbon, Kentz Engineering, Multitex Filters, Adgas, Rockwell Automation, Kuwait Petroleum Company, Cairn India Pvt Ltd

Sr. Executive: Engineering & Manufacturing at Two95 International, Inc., Chennai

Period: March 2012- August 2012

Responsibilities:

- Looking after end to end recruitment for Engineering and Manufacturing Domain
- Responsible for negotiating and fixing the salary and benefits for the employees
- Post placements follow up with clients & candidates.
- End to End candidate management right from Sourcing to Joining
- Maintaining the TAT for Clients

Clients handled:

· Daimler Automotive, Saint Gobain, Nokia India Pvt Ltd.

HR Consultant at Kelly Services, Chennai

Period: June 2010 - February 2012

Responsibilities:

- Campus hiring
- Preparation of MIS and weekly tracker
- Hiring for Junior to middle level positions
- Visiting client site on a regular basis

Clients Handled:

· Fujitec, Dow Chemicals, Accenture, Scope International Caterpillar

Other details:

Languages:

English	(Read, write and speak)
Tamil	(Read, write and speak)
Hindi	(Elementary proficiency)

Awards:

Rookie Award	For achieving six months target
TOPS CLUB – Level 1& Level 2	Truly Outstanding Performance Standard (for surpassing Target)

Skills and expertise:

Talent Acquisition, Contract Recruitment, International Recruitment, Engineering & Manufacturing, Oil & Gas Upstream, Offshore Oil & Gas.

Education:

Master of Business Administration, Human Resource and Marketing, 2008 – 2010, 74.0% (**Vels College of Science, Chennai**)

B.Com, Commerce & Accounts, 2005 – 2008, 72.0% (**Yadava College, Madurai**)

Personal information:

Date of Birth : 06-09-1988
Marital Status : Married
Address : B-802, Plot – 12A, Happy Home Apartments, Dwarka Sec-7, New Delhi – 110075
Interests : Internet browsing, Novels, Badminton