



# Sanchana N M

IT RECRUITER

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Coimbatore, India

An inquisitive and enthusiastic B.Com graduate with a year of professional experience in recruiting in IT with capabilities to multi-task, adapt, motivate and drive efficiencies in every situation, Aims to be part of a progressive organization that accepts and enriches out-of-the-box thinking, enabling a fulfilling career.

## EDUCATION

### Master Of International Business

Dr. G.R. Damodaran College of Arts and Science

06/2019 - 06/2021

Coimbatore

### Bachelor of Commerce in Computer Application

PSGR Krishnammal College for women

06/2016 - 04/2019

Coimbatore

## WORK EXPERIENCE

### IT Recruiter

Career Net

06/2021 - Present

Bangalore, India

India's leading talent solutions provider, A trusted partner in the growth journey of organisations of all sizes

#### Achievements/Tasks

- Understanding the requirements thoroughly, sourcing, screening and short listing the candidates based on the client's expectation.
- Prioritizing the demands as per the business needs and ensuring the targets are met.
- Sourcing candidates using multiple channels including internal database, job boards, head-hunting and networking.
- Interacting with candidates, perform initial screening, understand their competencies & skill sets and providing complete, accurate information about the company and job role.
- Scheduling and coordinating with the candidates throughout the recruitment process.
- Post offer follow up and maintaining long term relation with the candidate and constant engagement post joining.
- Maintaining daily/weekly/monthly reports such as interview status, closures & feedback reports.

### Intern

Bakers Spices & Ingredients Pvt. LTD

09/2020 - 10/2020

#### Achievements/Tasks

- Undergone training in production and marketing department.

### Summer Intern

G Tech electronics Pvt. Ltd.

02/2019 - 03/2019

#### Achievements/Tasks

- Undergone training in marketing and sales department.

## SKILLS

-Strong MS Office skills

-Ability to prioritize to meet tight deadlines

-Strong communication skills

-Professional, confident and expressive

- Good problem solver

-Innovative thinker

## PERSONAL PROJECTS

A STUDY ON CONSUMERS' BUYING BEHAVIOUR TOWARDS COSMETIC PRODUCTS (04/2021 - 05/2021)

- To know about the purchasing patterns for cosmetic products.
- To study the demographic profile of consumers and to find factors affecting consumer purchase decisions.

## CERTIFICATES

Human Resource Management

Conducted by Talent Spirit

DELF A1

Enhancing soft skills and Personality development

NPTEL online certification

Certification of Accreditation in Bharatatanatyam

For Excellence in Dance

## LANGUAGES

English

Full Professional Proficiency

Tamil

Native or Bilingual Proficiency

Kannada

Native or Bilingual Proficiency

## INTERESTS

Nail art

Dance

Baking