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Career Summary
More than 7 years of experience in the field of HRM

The paragraph summary underscores 7years of experience finding, attracting and closing top level IT talent. This section also identifies key skills such as relationships development and salary negotiation.

- Experienced in man power planning, recruitment, developing performance management system, developing employee welfare programs, identifying training needs and conducting trainings, employee grievance handling, developing and implementing disciplinary policies, conducting exit interview, final settlement of employees.
- Good communication and interpersonal skills.

Skillset : IT Recruiter / Sourcing Specialist

- Job description –

  - Proactive search for potential hires to fill current and future job openings
  - Pre-screen candidates with skills that match the roles they're recruiting for.
  - Collect valuable information like market intelligence, salary, candidate comments etc
  - Using social media networks (e.g. LinkedIn, Facebook and Twitter) to look for and connect with potential candidates.
  - Send recruiting emails and follow up with candidates

- Ask for referrals from internal and external networks for hard-to-fill roles
- Develop a network of potential candidates and industry professionals
- Key in candidate information in our Applicant Tracking System and other internal databases
- Measure and report on recruiting metrics, like source of hire and time-to-fill
- Develop candidate talent pipelines through sourcing channels, recruitment campaigns, internet searches, networking groups, social media, database search, and referrals
- Fully explain the steps of the interview process to candidates so that candidates are clear on expectations
  - Gaining market intelligence including and understanding of the talent landscape in targeted geographic locations

- Proven work experience as a Sourcing Specialist, Sources or similar role
- Familiarity with MS Office and reporting using MS Excel, MS Power point
- Familiarity with social networks, professional sites and resume databases
- Excellent verbal and written communication skills
- Good time-management skills with the ability to handle various open positions simultaneously

- Sourcing candidates from job portals for internal and external requirements
- Posting the Job requirements on leading job portals, screening responses, and tracking posting status and results
- Conducting initial round of interview, designing and conducting induction programmers for the selected candidates
- Contacting suitable candidates sourced from job portals over the phone and e-mail, coordinating between candidates and external clients for any assistance and ensure proper scheduling of interviews
- Track record of success such as Technical Recruiting, Client / Candidate interaction, coordination and Relation
- Handling all new joining related functions
- Responsible for Issuing of letters such as - Offer Letter, Appointment Letter, Experience certificate, Acceptance of resignation, Full and final settlement etc.
- Regular HR communications with employees. Maintaining Personnel, Exit,

and Attendance data on the software

- Maintenance of leave records. Responsible for maintaining and updating database.
- Developing the HR plans and policies in conjunction with the company's overall development plan.
- Overall responsibility of man power planning and recruitments.
- Developing the induction programmes for the new recruits.
- Working out the compensation plan and policies.
- Conducting research to study the current compensation trends in the market.
- Developing and implementing the performance appraisal system for the company and co-ordinating it with other line managers.
- Co-ordinating with finance department for processing of payments to employees.
- Identifying the training needs, developing training programs to ensure constant learning and development of employees.
- Establishing a proper organizational structure.
- Developing and implementing disciplinary policies.
- Developing and implementing employee welfare policies.
- Developing the exit process for the employees.
- Dealing with the final settlement of employees when they leave.
- Maintaining good internal communication within the company.
- Developing various reports for management, which make it easy to make decisions regarding the current resources.
- Process knowledge on key areas like Joining formalities, Background verification, Performance Management.   Knowledge on payroll & Statutory compliance. Knowledge on payroll & Statutory compliance. Knowledge on HR Audit process. Complete knowledge on file Management
- Payroll process Statuary mainaitnce , appraisal system and Infrasture mainatnce also
- **Technical Recruiter**

   Jave j2eeJsp,Database,C#,ASP.net ,SQL Server ,Oracle DBA,Data Architech,IT project Manager ,Software Testing and Software Developer Operating Systems: Windows, UNIX, Linux, Solaris, AIX,
Java Technologies: Java, J2ee, JSP, EJB, UML, Struts, Framework, J2ME, Swing, springs, Hibernate, web logic portal.

Microsoft Technologies: C, C++, VB, COM, DCOM, ASP, C# and .Net, VB.net, ASP.net,C#.Net, Exchange server, Share Point, Active Directory, BizTalk

Testing Technologies: Manual testing, Automation testing, Performance testing, Load runner, winrunner, QTP, Test Director, Silk test.

Web Related & Scripting: ASP, HTML, DHTML, XML, VB Script, Java Script, Perl, JSP.

Angular (Web frame work)
  Angular (commonly referred to as Angular,Angular JS andAngular v2, Type script based open source, web application frame work 10.0, Angular application can be integrated into an Asp.net website

DBMS: Oracle, SQL Server, Sybase

Project clients : Wipro, HCL, Accenture, All sec, Ntgolbal,Infosys,

CTS (contract Base) prince InfoTech, First source, DELL,

Achievements

- Settled the HR department for "Dr.Reddy's Foundation" company from scratch in 2009.
- Recruited 1100 candidates through campus placements for 'Dr.Reddy's Foundation." in 2012
- Implemented the 360 degree performance appraisal system for "Dr.Reddy's Foundation" company in 2012.

Employers

- Previous Working Experience HR IT Recruiter for Dr.Reddy's Foundation from jan2009 toFeb 2012
- Currently working as HR Recruiter and Generalist for "Diacritech **Technologies** "since April-2012 to Still

Educational Qualifications

1. B.Sc.,(Bio-Technology) Madras University
2. M.Sc., Bio-Tech Annamalai university
3. M.B.A (Systems and HR) Annamalai University

Computer Knowledge

Advanced Diploma in Information Technology from APTECH

(Ms-office, Sqlserver2005, Dot net)

Certificate course in Dot net From Times Technologies

Personal Details

Date of birth: 16th JAN, 1985

Languages known: English, Tamil.

Address: E.88.M.M.D.A.COLONY,Arumbakkam, Chennai 106

Place: Chennai
Date: