

# C ARCHANA

## HR RECRUITER

### PROFILE

Adept HR IT Recruiter from Flexus Soft Service, proficient in Ms Office and building strong hiring manager relationships, significantly reduced time-to-fill by implementing efficient practices and leveraging Boolean searches for talent acquisition. Excelled in negotiating competitive packages and managing full-cycle IT recruitments, ensuring compliance and successful placements.

### CONTACT

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Tirunelveli

### EDUCATION

2018 - 2020

SCAD COLLEGE

- Master of Business Administration

2014- 2017

SRI SARADA COLLEGE

- Bachelor of Business

### SKILLS

- Sourcing
- Interviewing
- Follow-up
- Time Management
- Leadership
- Effective Communication
- Job Posting
- ATS
- Willing to Learn
- Documentation
- Employee Engagement

### LANGUAGES

- English (Fluent)
- Tamil (Fluent)

### WORK EXPERIENCE

#### AMBC Technologies

JAN 2025-MAY

IT Recruiter

- Successfully placed candidates in various IT roles, including software developers, network engineers, data analysts, IT Recruiters, web developers, network engineers, WLAN engineers, and SAP EWM consultants.
- Developed strong relationships with hiring managers to understand their unique needs for each IT position.
- Built a reputation as a trusted partner for both clients and candidates in the competitive field of technology recruiting. Negotiated competitive salary packages that satisfied both clients' budget constraints and candidates' expectations. Gathered the requirements from the business operations team, including years of experience, budget, roles and job descriptions, skills, location, and domain.
- Searched for valid profiles on platforms like Naukri, and the internal database, and sought out candidates.
- Posted jobs on LinkedIn, Indeed, and Shine.com, and requested references from existing candidates.
- Updated the submission details on a daily basis in the CRM portal.
- Updated the profile details in the database.

#### Flexus soft services

2022- 2024

HR Executive

- Conducted the full cycle recruitment process including job postings, screening, interviewing candidates, and facilitating the hiring process.
- Coordinated schedules to arrange management interviews with applicants.
- Facilitated open communication channels between employees and management to promote a positive workplace culture.
- Conducted phone interviews to assess applicants' relevant knowledge, skills, experience, and aptitudes.
- Enhanced candidate experience by streamlining the interview process and providing timely feedback.
- Pre-screened resumes prior to sending them to corporate hiring managers for consideration.
- Managed full-cycle recruiting processes, resulting in successful placements and employee satisfaction.
- Provided administrative support to the HR department including preparing offer letters and onboarding documentation.
- Worked for both IT and non-IT recruitments for clients.