

Roopashree S

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Recruitment Professional:

To excel as Recruitment professional in a growth oriented and reputed organization by utilizing my expertise. Noted for **Technology** understanding, **Research, Sourcing Quality**, Sourcing **Techniques** and **focus** for optimum results.

Professional Experience:

Sunrise Biztech Systems

Duration: Jan 15 to 5th May 2017

Designation: Corporate Recruiter

Sunrise Biztech Systems is a US based company, Headquartered in NJ , USA.

Roles & Responsibilities:

- Managed **END to END** recruitments, which includes requirement gathering, sourcing, selection, and salary negotiations, follow-up on offer rollout and candidate management.
- Expert in using job portals like Naukri, Monster, etc.
- Developed an effective **pipeline** of key talent available for immediate hire as per succession and growth planning.
- Maintaining a strong **database** and daily trackers on various niche skills.
- **Coordinating training program for fresher's** where I was involved in interacting with the trainees and the trainers throughout the training process
- Was accountable for **Walk-in drive** for 120+ candidates on various requirements.

AS Consultancy Services

Duration: Aug 2011 to Jan 15

Designation: Recruiter

Roles & Responsibilities:

- Understanding the Job Descriptions
- Sourcing the potential candidates by utilizing job boards, referrals, advertising and other resource pools.
- Have experience on Job Boards like Naukri, Monster and professional Forum like LinkedIn .
- Handling Mid-Level and Senior Level Positions.
- Filtering through and reviewed completed candidate profile/resume and evaluated applicants work history, education and training, job skills, desired salary and personal qualifications against open requirements.
- Handling first round of HR Interview in order to assess the candidates Suitability, Attitude,
- Academics and Professional qualification, Experience, Communication skills etc.
- Following up with the shortlisted candidates till they get on-boarded.
- Maintaining Candidate database in Excel and Access for future requirement

Education:

Qualification	Institution	Year
BMS (Bachelor of Management Studies)	ISBM	A+ Grade/ 2014
Diploma in International HR Management	ISBM	A+ Grade/ 2011

Personal Details:

Name : Roopashree S
Nationality : Hindu
Languages Known : Kannada and English
Marital status : Married

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Bangalore

Roopashree S