**SABESH S**

**Bangalore | 9677768385**

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As a Recruiter, I have 8 months of experience in US staffing and 1 year of experience in back office operation and customer service. I have deep understanding of hiring strategies, various recruitment tools and various job profiles. I have strong expertise in sourcing, screening resumes, interviewing, and negotiating.

**EXPERIENCE:**

**Sunrise Biztech Systems Pvt Ltd, Bangalore 28/11/2022-21/07/2023**

**Recruiter**

* Recruited candidates for Pharma, Medical Device and healthcare companies from entry level to director level job requirements.
* Sourced, screened, identified potential candidates for various contractual job requirements.
* Sourced candidates through various job portals, social media and ATS using boolean search and keyword search.
* Good understanding of US tax terms (W2, C2C) and visa terms.

**Shriram Transports Finance Co. Ltd., Tiruppur 04/01/2021-10/01/2022**

**Customer Service Executive**

* Assisted the recruiting process during walk-in drives by verifying candidate’s documents and coordinating the online tests.
* Handled the joining formalities and exit formalities at branch level.
* Maintained the HRMS and attendance records.
* Handled walk-in customers and solved their queries.
* Processed the loan documents, cash transactions, maintaining documents in ledger as well as in computer.

**EDUCATION:**

* **MBA in HR, Finance April-2020**

Bharathidasan School of Management, Tiruchirappalli

* **BE in Mechanical Engineering April-2017**

Sri Ramakrishna Institute of Technology, Coimbatore

**SKILLS:**

* Recruiting
* Interviewing
* Sourcing
* Screening
* Job Boards
* ATS
* US staffing
* HR
* LinkedIn
* Joining & Exit formalities

**CERTIFICATIONS:**

* Completed an online course **“Naukri Maestro Recruiter”** offered by Naukri in 09/2023.
* Completed an online course **“Body Language: Key to Professional Success”** offered by **NPTEL (IIT-Roorkee)** in 08/2019.