

Arun Stelin P

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Career Objective:

An experienced HR (Human Resource) Professional with 3+ years of experience, Seeking a challenging opportunity where I will be able to utilize my Recruitment skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally. I am self-motivated and able to work both independently and as collaborative team member.

Areas of Expertise:

- HR Executive/ IT/ Technical Recruitment, US Healthcare Recruitment, Sourcing, Screening, Shortlisting, Calling, Headhunting, Telephone Interviewing, Requirement fulfillment, Office administration.
- Scheduling Interviews, Hiring IT/ Non IT Employees, Taking Referrals, Negotiating CTC Offer & Notice period, Collecting Documents and verifying documents, License, Candidate Engagement.

Employment Details:

- Working in **Northern Base Technologies LLP** as **HR- IT/ Technical Recruiter** from OCT 2024 to present.
- Worked in **Jet Cool** as **HR Intern** from May 2024 to OCT 2024.
- Worked in **Vision Group of Retail Technologies** as Process associate from SEP 2022 to April 2024.
- Worked in **B2C Technologies** as Process associate from AUG 2021 to FEB 2022.

Work Experience:

Organization: Northern Base Technologies LLP

October 2024 to present

Designation: HR - IT/ Technical Recruiter (Domestic & International)

Industry: Staffing & Recruiting

Responsibilities:

India (Domestic), USA, Canada, Mexico.

- Understanding the Client's requirement thoroughly, JD (job description) and Sourcing.
- Day to day responsibilities includes Human Resource gathering requirements, briefly Understanding the requirements which received by various clients for their manpower positions.
- Sourcing Quality Profiles as per the Job Description using through job portals like Naukri, LinkedIn, Database, employee referrals, Head hunting and social media like LinkedIn, for IT skills, ATS.

- Cold calling the candidates and brief about the job Requirements, location, clients and employment type with the candidates.
- Expertise in Sourcing, Screening, shortlisting the profiles according to the Client Requirements for Contractual and permanent placements.
- Scheduling interviews like telephonic, Face to Face, and Walk in Interviews to the candidates after Short listed by clients as per the client timings.
- Excellent Offer Negotiating & convincing skills with the candidates to accept the offer and make them join in short notice as soon as possible.
- Excellent knowledge on C2C, W2, 1099, Contract-to-Hire and Full Time positions with all type of Visas.
- Experience in recruiting consultants like Developers, SDET, Hadoop, UI/UX Designer, Java(FE & BE), .NET, SharePoint, QA, Linux, DevOps, SAP, BSA, PM, SCRUM, Salesforce, service now, Data engineer, Power BI, Informatica, ETL, Cognos, Snowflake, Oracle, Game app (2D/3D, Unity, Pixi), iOS, Android, Embedded, Firmware, Guidewire, IAM, Sailpoint, and so on

Organization: Jet Cool

May 2024 to October 2024

Designation: HR (Human Resource) Intern

Industry: Retail (Sales & Service)

Responsibilities:

- Worked closely with Manager to develop company standards.
- Managing the employee records, Human Resourcing.
- Maintain and organize digital and physical files, Prepare presentations, spreadsheets, and reports.
- Sourcing, Screening, Shortlisting the profiles for various requirements.
- Excellent working Knowledge on MS Outlook, MS Excel & MS Word.

Organization: Vision Group of Retail Technologies

September 2022 to April 2024

Designation: Process associate

Industry: Retail

Responsibilities:

- Worked as a Space Planner in JDA Space planning and processed more projects in JDA space planning tool, Creating Planogram to Realogram with AI Artificial Intelligence.
- Creating POG conversion, PIC to POG.
- Created Planograms for clients like Brookshire, Walmart, L'Oreal, Unilever etc.

Organization: B2C Technologies

August 2021 to February 2022

Designation: Process associate

Industry: BPO

Responsibilities

- Handling voice and semi voice process.
- Attending inbound and outbound calls with auto dialer function.


Educational & Professional qualification

- M.B.A (Human Resource and Operations) Lord Jegannath College of Engineering and Technology (2024)
- B.A (English) St. Jerome's College (Arts and Science), Nagercoil. (2022)
- H.S.C Balakrishna Matric Higher Secondary School, Vadakkankulam. (2017)

Key Skills

Recruiting	Negotiation
Interviewing	Screening
Talent Sourcing	Healthcare Recruitment
Sourcing	IT Recruitment
Social Media	HR Management
Candidate Selection	ATS
Communication	Job posting
Human Resourcing	Boolean Search

Certification:

 **Naukri Maestro Recruiter, Issued Feb 2025**
ID: NMRP-0225-110665

Job portals:

LinkedIn, Naukri, Indeed, Monster, Dice.

Strength:

- Hardworking and Continuous Learning.
- Leadership Quality, Team facilitator.
- Effective interpersonal and communication skills in working with Clients and colleagues.
- Good in analytical and problem-solving Skills.

Personal Details

- Language Proficiency: English (Proficient), Tamil (Native), Hindi (Beginner), Arabic (Beginner)
- Marital Status: Single
- Nationality: Indian

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