**Objective :**

* Anticipating with zealous to have a Challenging Job that can engrave entire Potentiality and Professionalism.
* To work in a dynamic and challenging environment that provides scope for professional and personal growth.
* To excel in the process of performing to the fullest of my potential and maintaining the highest standards of Business Ethics and Integrity.

**Professional Summary:**

**IT Recruiter with Thinking Minds Staffing Solutions,Nasik (Sep 2007- Mar 2008)**

I played a key role in the recruitment of **IT** professionals. I was part of the recruiting team, and contribute significantly towards fulfilling the required manpower on time.

**Job Responsibilities:**

**Recruitment Activities:**

* Hands on Experience in Entire Recruitment Cycle.
* Understanding the requirements of the clients.
* Resume search (Database, Job portals, References, Networking,etc.)
* Sourcing and screening the candidate's profiles based on the requirement.
* Screening through CV and by personal / telephonic interview.
* Coordinating with the clients to fix-up interview timings scheduling the interviews.
* Getting the feedback from the client and intimate to the candidates.
* Check References and extend / negotiate offers.
* Maintaining & updating the Resume Data Base & other related records.

Successfully **hired professionals** for many positions including Project Managers, Developers, Testers, Business Analysts, Network Engineers, DBAs , IT Auditors , Architects Administrators, Tech-Support, Customer service, Administrative assistants, RN, RF Engineer, etc.

Performed full life cycle recruiting for contract, contract-to-hire and Full-time positions.

Daily interaction with client for the feedback of every submission.

**HR Executive in Ajitara Placement Services, Nasik (Sep 2006 – Aug 2007).**

**Job Responsibilities:**

* Expertise in entire recruiting lifecycle, IT staffing, Account & Client Management, Permanent and contract Placements.
* Proficient in recruiting techniques like Head Hunting, Networking, using the existing database & Job Portals.
* Sourcing of candidates done through In-house database, referrals, and corporate web site.
* Sourcing, recruitment & Selection of junior level to senior level positions.
* Handling first round of HR Interview in order to judge the candidate's suitability, Attitude, Academic & professional qualifications, experience, communication skills etc before forwarding them to Technical Panel and End Clients.
* Coordinating with the client representative (HR Department)in completion of candidate selection process.
* Computing compensation packages based on candidates experience & education.
* Studying the hottest requirement of the Company.
* Maintaining a systematic and comprehensive database of all candidates. Preparing weekly and monthly reports on recruitment.

**Global E-Business Operations (Hewlett Packard), Chennai (Aug 2003 – Aug 2006).**

**The team is responsible:**

* For assisting, the billing activities of sales and after-sale repair services.
* Analyzing the customer service order & distributing the total sales and service

expenditure to the appropriate division.

* Generating reports to financial analyst team to study cost involved & the

corresponding revenue generated through customer service order.

**Responsibilities:**

* Metrics Definition and opportunities definition of the process.
* Preparing the ISO documentation for the process L2 and L3, to cater to the requirements of ISO 9001/2000.
* Preparing the key performance indicators and list them accordingly and link to website.
* Checking the sigma score and defect definitions and putting CAPA in place.
* To Ensure Documentation are as per ISO norms and have attended two ISO audits.
* Process improvement projects management –KAIZEN.
* Acquired knowledge of various processes through cross process training.

**Achievements:**

* For training new recruits and providing cross-region training in the department. got an award as recognition for my work towards training.
* Kaizen award for designing the evaluation procedure of the process knowledge of new hires through online test.
* Underwent Greenbelt Training (Six Sigma) for process development and increasing the efficiency.

**Training:**

* Underwent “Standards of Business conduct” training – Organized by Hewlett-Packard, Chennai
* Underwent “Standards of Personal conduct” training – Organized by Hewlett-

Packard, Chennai.

* Underwent a workshop on “Value one’s work to make a difference”

(VOW to go MAD)

**Ford Business Services Centre, Chennai (May 2001-Nov 2001)**

* Had a hands-on exposure in General Accounts Payables Systems.
* Scrutinizing, Verifying, and checking the nature of documents processed
* A document for the purpose includes invoices, debit notes and credit notes.

**Experience:**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Designation** | **Duration** |
| **Thinking Minds Staffing Solution** | IT Recruiter | Sep 2007 – Mar 2008 |
| **Ajitara Placement Services** | HR Executive | Sep 2006- Aug 2007 |
| **Global E-Business Operations Pvt Limited (Hewlett Packard)** | Senior Process Associate | Aug 2003 – Aug 2006 |
| **Ford Business Service Centre** | Accounts Trainee | May 2001-Nov 2001 |

**Education:**

|  |  |  |
| --- | --- | --- |
| **Degree** | **University** | **Year of Passing** |
| **B.A Corporate Secretaryship** | SDNB, Vaishnava College,  University of Madras | 2001- April |
| **Master of Financial Management** | Pondicherry University | 2003 - April |

* Proficient in MS-Office and Windows Operating System

**Competencies:**

* Excellent negotiation and closure skills with strong belief in customer relations.
* Excellent soft skills and professional approach, strong level of motivation & commitment.
* Firm believer of ethics & value system in every aspect of professional and personal life with equal amount of optimism and practicality.
* Fast learner and adapt well to changes.
* Good Team Player.
* Good communication and presentation skills.
* Work effectively with diverse group of people.
* Friendly attitude.
* Hardworking and committed to excellence.
* Committed to deadlines and schedules.

**Interests and Hobbies:**

* My interests include music, traveling, and reading magazines.

**Personal Details:**

|  |  |
| --- | --- |
| **Name** | T.R.Thirupurasundari |
| **Father’s Name** | T.L.Rajadorai |
| **Date Of Birth** | 07/10/1980 |
| **Nationality** | Indian |
| **Passport** | Available |
| **Marital Status** | Married |
| **Languages Known to read, speak & write** | Tamil & English |
| **Address** | Flat no;1C,JAMALS PALAZZO,MEDAVAKKAM  Main road,Kilkattalai,Chennai-117 |