**SRUTHI JEM *+65-91693130 / [Sruthi.oct10@gmail.com](mailto:Sruthi.oct10@gmail.com)***

**(CEI Certified)**

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| --- | --- |
| **Years of experience** | 8 years in IT Recruitment |
| **Visa status** | S Pass |
| **Reporting manager** | Staffing Operations Head |
| **Any reportees** | 2 internally and I handle 6-8 external vendors/recruiters |
| **Current Salary** | 3500$ +Mobile+ Incentives |
| **Expected Salary** | Willing to relocate to India.  Salary between 20 Lakhs- 24 lakhs per annum |
| **Notice period** | 1 month-45 days |

CORE COMPETENCIES

* Specialized in IT Skills
* IT Recruitment, Mass/Volume hiring, Orientation & On-Boarding
* Ability to handle multiple priorities and to work to deadlines.
* Experience in handling contract and permanent positions.
* Vendor Management
* Ability to handle multiple priorities and to work to deadlines.
* Conduct career fairs.
* End to end recruitment cycle.
* Performance and score card management
* Experience in ATS tools, Talent recruit, Career builder, Taleo, Beeline etc

TECHNOLOGIES HANDLED

* Java, Dot net, SharePoint, PHP, C++
* PM, Tech BA, BA, Scrum Master
* Devops, Python, AWS, Kubernetes, Azure, Open shift
* Networking (CCNA, CCNP, CCIE certified)
* Application/Production support roles
* DBA (SQL, MySQL, Oracle, Oracle Apps, Teradata)
* Testing Skills( Manual/Automation, ETL testing )
* Mobile Applications( Android, iOS)
* Operating System( Linux, Windows, Unix, Solaris, VMWare)

**CAREER CONTOUR**

Working as **Senior Talent Acquisition Specialist** in **NTT Data Pvt Ltd, Singapore, Aug 2019 – till date**

* Created a hiring process with each individual manager that meets both their needs as well as best practices for recruitment and hiring.
* Responsible for documenting all interviews, submitting score cards and reviewing those score cards with all managers.
* Coordinated and scheduled interviews with the hiring managers over the phone, WebEx, Teams or in person with both exchange and our in-house tool.
* Hands on experience in handling ATS tools like Career builder, Talent recruit, Taleo and Beeline system.
* Experience in scheduling technical interviews through Hacker Earth or Hacker Rank
* Expertise in sourcing through Monster, Careers future, LinkedIn, Job street etc
* Conduct and coordinate multiple Career fairs (NTU/NUS/SMU etc)
* Responsible for contract and permanent placements.
* Handle both client and internal projects.
* Act as a subject matter expert to both hiring managers and HR on the recruiting process and talent market conditions.
* Assist in doing the background checks, preparing the SOW post offer.

***Vendor Management***

* Handling and coordinating with around 8-10 vendors in off shore and Singapore.
* Monitor and report on the performance of the vendor to ensure the delivery in line with contractual obligations and performance metrics.
* Plan and conducts regular performance reviews with each major third party provider along with the management.
* Coordinate all the vendor management tasks inclusive of working with external vendors and internal employees.
* Strong communication skills including ability to facilitate meetings and effectively lead discussion.
* Provides support to the organization for problems with vendor services and handle problem with vendor as necessary.
* Build and manage vendor relationships -manage partner contracts, guide and coordinate day- to-day activities, negotiations and closures.

***Clients handled*:**

* **DBS**
* **Credit Agricole**
* **OCBC/ BOS**
* **Bank Julies Baer (BJB)**
* **NETS**
* **GEL (Great eastern Life)**
* **JRI/SMBC**

Worked as **Recruitment Consultant in Nsearch Global Pte Ltd, Singapore, April 2019 - July 2019**

* Main focus on all Banking & Finance roles
* Hands on experience in handling job portals (Monster, Job Street).
* Engage with senior executives to understand their businesses as well as recruiting requirements
* Hands on experience with various selection processes (phone interviewing, reference check etc)

***Clients handled*:**

* **DBS (Singapore)**

Worked as **Recruitment Consultant in ITCAN Pte Ltd, Singapore, March 2016 - May 2018**

* Main focus on all IT requirements and BPO roles.
* Handling positions in Singapore and Malaysia.
* Experience in volume hiring for Facebook & Google projects as per client requirements from different locations.
* Experience in handling and recruiting candidates from India, Indonesia, Thailand, Malaysia, Vietnam, Philippines, Japan, Korea, Jordan, Egypt, for various projects.
* Experience in coordinating recruitment drive in Vietnam, Thailand, and Philippines.
* Hiring through social media groups, professional networks and interact with potential candidates.
* Hands on experience in handling job portals (Monster, Naukri, Job Street).

***Clients handled*:**

* **Accenture (Singapore/ Malaysia)**
* **DSTA**
* **LTA**
* **MOE**
* **Wipro**
* **NUS**
* **Resmed**
* **JTC**
* **POEMS**
* **Monster, Malaysia**
* **Petronas**
* **BAE**
* **Experian**
* **DIGI**
* **Sherwin Williams**

Worked as **Senior Technical Consultant in Enggsol Recruitment, Singapore, March 2015- March 2016.**

* Major focus on IT Infrastructure Positions (Cisco Network Engineers/Architects/Voice/Systems/Desktop)
* Engage with senior executives to understand their businesses as well as recruiting requirements
* Fully evaluate candidates against requirements and preferences, prepare candidate profile summaries, and manage candidates through process; guide hiring executives (“clients”) as needed in evaluation cycle, references, salary negotiation, and closing process to ensure a successful outcome.
* Manage the full-cycle recruiting process effectively and efficiently; maintain the highest level of client and candidate satisfaction; provide strong hiring process operations and reporting of requisition and candidate activity.
* List job postings on job boards, social media, corporate career web sites and other possible channels.
* Hands on experience with various selection processes (phone interviewing, reference check etc)
* Managing the database using Zoho software.
* Foster long term relationship with candidates.

***Clients handled:***

* **NCS**
* **Fujitsu**
* **ST Electronics**
* **ST Infocomm**

Worked as **Recruitment and Partner Management Executive, Eljay Engineering, Chennai**, Feb 2014 to June 2014.

**Clients I worked:-**

* **NSC Global Technology Services Pte Ltd ( APAC)**
* **Exis Global Pte Ltd (APAC)**
* **Nebulex (APAC)**
* **Acuative**
* **Touchbase ( APAC)**
* Handling requirements from APAC, Middle east, UK
* Major recruiting focused on Networking positions ( Cisco Engineers / Field Engineers) in Singapore, Malaysia, Hong Kong, Australia etc
* Handling candidates with CCNA, CCNP, CCIE certifications.
* Sourcing through Database, Job portals ( Monster.sg), LinkedIn, Forums etc
* Interviewing and assessing prospective applicants and matching them with vacancies at client companies
* Invoicing and Billing for partner related jobs
* Documentation of Partner and consultant details
* Negotiating Partner pricing
* Maintaining client and vendor relationship.
* Add writing, CV screening (50-100 per day), phone interviewing and referencing
* Maintaining a tracker of all interviewed and offered consultants
* Assisting with the on boarding of new engineers and processing contracts
* Database management
* Updating internal reports
* Developed the service agreement with third parties for staffing solutions and identified new vendors
* Work closely with Accounts manager

Worked as **Executive-Talent Acquisition (IT Recruiter), Amtex Systems, (a US based IT firm)** Chennai- August 2013- Feb-2014

**Clients I worked:-**

* **CTS**
* **Wipro**
* **HP**
* **IBM**
* **NYSCA**
* **TCS**
* **DEVON Energy**
* Sourcing and screening of potential IT candidates for contract, contract-to-hire and permanent openings.
* Working on W2/Corp to Corp.
* Posting/Mass mailing the requirement in various portals.
* Checking the quality and suitability of the CV as per the client requirement
* Filtering the resumes as per hiring needs and screen 50-150 number of resumes per day based on requirements in hand.
* Establish relationships with consultants/contractors in specified region(s) or with specified clients.
* Track job orders and initiate recruitment for new roles paying close attention to high priority situations.
* Recruiting people at all levels i.e. form experience range of 2-15 years for all permanent, subcontracting and direct positions.
* Utilized internet job boards, direct phone source, network and referrals to fill staffing need of clients
* Work closely with Sales/Accounts manager.

Worked as **HR Executive at Universal Solutions**, **Kerala -** **June 2012 to July 2013.**

* To assist the manager in the full spectrum of human resource management and related functions
* Ensure company’s human resources are used efficiently and effectively
* Conducting CV screening (50-100 no’s) per day for each position and schedule interviews.
* Conducting employee orientation and facilitating newcomers joining formalities
* Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee
* Communicating and explaining the organization's HR policies to the employees
* Develop and execute recruiting plans.
* Work with hiring managers on [recruiting planning meetings](http://humanresources.about.com/od/recruiting/a/recruiting_plan.htm).
* Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation
* Organizing employee engagement programs
* Conducting Exit interviews
* Handling all employee enquiries & grievances

Worked as a **Human Resource Executive at Ameex Technologies Pvt Ltd**, **(a US based IT firm)**, **Chennai – Jan 2011 to Jan 2012**

* Responsible for Full Life Cycle Recruitment and Interview arrangement for candidates to identify qualified candidates based on skills, knowledge, education, experience, etc.
* Responsible for negotiating job offers, including salary, benefits, checking all references to verify eligibility of qualified candidates
* Conducting campus interviews both at business schools and engineering colleges and arranges Walk-In interviews.
* Issuing offer letter, Appointment letter and follow up for confirmation letter of employees.
* Dealt with post offer formalities, leave management etc.
* Providing MIS reports with analysis to the top management on Recruitment Status, Attrition Analysis, Overtime & late coming reports, Absenteeism Reports of On-Roll Employees, Training Analysis and other reports (as per the Top Mgt requirement).
* Providing Induction to the new joiners, over view the organization structure with PPT presentation.
* Experience in conducting soft skills training for the new hires of the company.
* Responsible for Pre and Post recruitment process.
* Conducting Exit interviews, Employee Final Settlements, relieving procedures and employee coordination
* Assist in Payroll processing

ACADEMIA

* **MBA in HR & Finance** , Anna University in 2011 (***Gold Medalist***)
* **B. Tech** from Karunya Deemed University in 2009.