**BALA SANTHOSH U,**

**E-mail ID:** san07991@gmail.com

**Contact Number: 9042000381**

**Professional summary**

* A competent professional with **5.8 Years** of experience in **End-To-End Recruitment Life Cycle** across IT, Engineering recruitment, BFSI domains in IT division. Proficiency in maintaining **effective employee relations** with staff across all hierarchical levels in the organization / unit on day-to-day matters through role enrichments & feedback sessions, thereby establishing a collaborative culture through continuous engagements.
* Proven track record in closing positions, possessing thorough understanding of our client requirements and market knowledge.
* Ability to handle the clients and keep smooth track with them and giving response in minimum amount of time.

**Work Experience**

1. Organization**: Resideo (Spun off Company from Honeywell)** with Payroll of Peoplestrong HR Services Pvt Ltd., Bangalore

Period: **Nov 2018 to Till Date**

Designation: **Senior Recruitment Specialist– Band4**

**Roles & Responsibilities**

* Responsible to take care of internal requisition.
* Presenting the weekly report to the management.
* Working with LinkedIn to close the requisition.
* **Vendor Management, Volume Hiring, Campus Hiring and Walk-in drives**.
* Interact and communicate with the hiring manager to understand the requirement.
* Take details from the hiring manager regarding duration of the position, experience and skills required for the position, must have skills for the position, maximum salary that we can offer etc.
* Speak with the interview panel to make sure that we are on the same page regarding the type of candidate that we are looking for.
* Find suitable candidates from Naukri who match the various criteria of the position i.e. must have skills for the position, notice period, salary expectation, location etc.
* Speak with the candidates and cross verify that the experience and skills that are mentioned in their resume are genuine and correct. Also make sure that the other details that are mentioned in his resume are genuine and correct.
* Forward the profile to the panel and double check with them if the resume matches the position.
* Schedule interviews with the panel through various modes like telephonic, skype and face to face.
* Once the candidate is shortlisted, release the offer letter and confirm the joining date.
* Follow up with the candidate till the time the candidate joins our company.
* Act as a link between the hiring manager, vendors and the candidates.

**ORC Tool (Oracle):**

* Creating Job requisition
* Scheduling interviews
* Creating job offer and releasing
* Initiating the BGV and Drug test, interacting with 3rd party vendor to clear the test.

1. Organization: Teamlease Digital Pvt Ltd. (Bangalore)

Project: **Wipro Technology**

**Period**: May 2018 to Till Oct 2018

Designation: **Senior Consultant**

**Roles & Responsibilities**

* Responsible for Client Hiring to close the position
* Responsible for fulfilling contract requirement.
* To work with delivery team and TFG (Talent Fulfilment Group) to fulfil critical demands in short time/duration
* Scheduling interview with Technical Panel.
* Working with LinkedIn, Social Media Network.

1. Organization: Future Focus InfoTech Pvt Ltd. (Bangalore)

Project: **Wipro Technology**

**Period**: November 2015 to March 2018

Designation: **Delivery Executive**

**Roles & Responsibilities**

* Responsible for **Technical recruitment** of **Niche IT Skills sets** and **Filling difficult & challenging IT Positions** which are open at clients end coordinating with qualified candidates for scheduling their **client interview.**
* Handling team size of 2 members.
* Interacting with clients to get the requirement. And flash to the team members.
* Worked in Client location.
* Working in direct portal to uploading profiles.
* Target to achieve to work in Niche Skills and Senior resources to close the requirement.
* Active in LinkedIn to post the requirement and get the profiles.
* Foster long term relationships with Candidates.

1. Organization: **Team source consulting services. (Coimbatore\_ Tamilnadu)** Period: June 2014 to June 2015

Designation: **Recruiter – HR**

**Client Details:  
 1. IT industry: San Software, PranasTechology, Web Solution.**

**2. Non-IT industry: TVS, Audi Maruti, KGISL, HGS, 5K Network, San Software.**

**Achievement:**

* Got appreciate mail from **Resideo** in presenting the PPT for Global team.
* Got appreciate and award from client and **Future Focus Infotech** as a best recruiter in 2016 and 2017.
* Got appreciate mail from **Wipro Technology** as a good work.

**ACADEMIC DETAILS:**

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| --- | --- | --- | --- |
| **MBA HR**  **M.Sc., ECS** | Hindustan Arts and Science College Coimbatore  SNR Sons College, Coimbatore | 66 %  81.5% | 2015-17  2012-14 |
| **B.Sc. (ECS)**  **12th** | Jairam Arts and Science College, Salem  VidyaMandir State Board School, Salem | 71%  48.9% | 2009-12  2008-09 |
| **10th** | YuvaBharathi Matriculation School, Salem | 52.8% | 2006-07 |

**PERSONAL INFORMATION:**

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| --- | --- | --- |
| **Permanent Address** | : | 73- PV Kovil Street, Udumalpet, Tirupur Dist. Tamil Nadu |
| **Date of Birth** | : | 07/09/1991 |
| **Sex** | : | Male |
| **Nationality** | : | Indian |
| **Hobbies** | : | Playing Shuttle |

**Declaration:**

I hereby that the information furnished above is true to the best of my Knowledge and belief.

**PLACE:**

**DATE :** (**U.BALA SANTHOSH)**