

## **RESUME**

Seethu John

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### **OBJECTIVE**

To obtain a creative and challenging position in an organization that gives me an opportunity for self-improvement and leadership while contributing to the symbolic growth of the organization with my skills.

### **SKILLS**

Target-driven, Expertise in conducting Interviews, Networking, Negotiations, Time Management, Microsoft Office Tools and Expertise in using LinkedIn and job portals.

### **PROFESSIONAL EXPERIENCE**

#### **HR IT Analyst**

##### **BR RAYSOFT TECH(P) LTD. (April 2013 - May 2015)**

- Experienced in c2h hiring / Permanent hiring.
- Hands on experience in sourcing and screening of CV and scheduling interviews.
- Specialised in recruiting project management and business analysis professionals.
- Sourced candidates by using internal databases, LinkedIn, job postings and attending networking events.
- Qualified candidates by phone screening, checking references, meeting, testing and partnering with our immigration partners.
- Collaborated with client hiring managers throughout the selection process to provide services including:-
  - Candidate Pre-screening
  - Reference checks
  - Contract negotiation
  - Behavioral based interviewing

##### **OSCON- Omega Services & Consultants Pvt.Ltd, Cochin (Dec 2015 - April 2015)**

- Handling day to day recruitment cycle
- Job posting on job portals and short listing the profile as per requirement.
- Handling both Overseas and Domestic recruitment in IT and non-IT domains.
- Taking the requirements from various departments and conducting interviews.
- Responsible for joining and exit formalities.
- Managing daily recruitment reports.

**ThomasMount Consulting Pvt.Ltd, Cochin** (June 2013 - May 2014)

- Primary assignment was to recruit IT professionals for the firm.
- Responsible for conducting interview sessions.
- Collaborated with other members of the firm and engaged in hiring the best candidates possible for the right posts in the organization.
- Recruited candidates through internal database, telephonic interviews, refferals and through other mediums.
- Recruiting candidates for contract and permanent position.
- Major domains handled - Airline, Travel, Hospitality, Telecom, Automotive etc.

**Technical Skills worked:**

- Java- Webservice, EJB, JSP, Swing, UML, Strut, JQuery, Spring, etc.
- DotNet - c#, .Net, ASP.Net, MVC, etc.
- MSBI - SSRS, SSAS, SSIS
- Software Testing

**PERSONAL TRAITS**

- Effective communication
- Interest in interpersonal interactions
- Dedicated team player
- Ability to adapt to changes
- Focus driven

**EDUCATIONAL QUALIFICATION**

B.Tech. in Computer Science Engineering - Sahrdaya Engineering College, Trichur

**PERSONAL DETAILS**

Date of Birth : 13/06/1991

Nationality : Indian

Languages known : English, Malayalam, Hindi and Tamil

Marital Status : Married

Hobbies : Dancing and listening to music.

**DECLARATION**

I hereby declare that all the details furnished above are true to the best of my knowledge.

SEETHU JOHN