

Resume

Keshavamani

**Flat No.303, Gandhi Estate,
Lingampally, Hyderabad-500019**

keshsathy@gmail.com

Cell Number: 7396623049, 7993352411

Objectives :

Seeking a challenging career in Human Resources with an organization offering excellent opportunities for learning, career advancement and would like to work in an area that gives scope to apply my knowledge, assume responsibility and strive for collective growth and development.

Summary:

- **Good Experience in IT and Non-IT Contract staffing- and Permanent**
- **Good Experience in Job portals like Naukri, Monster, Indeed and LinkedIn**
- Possess strong technical/business acumen and understanding of technical requirements; deep sourcing skills and experience sourcing passive candidates; excellent candidate assessment skills.
- **I am having 6yrs experience in End to End Recruitment, Team handling, Sourcing, Screening, Operations, Salary negotiation, Client handling.**
- **Coordinate with internal and external team for any internal requirements.**
- Communicate with client for requirements, feedback.
- Communicate with team for internal and external requirements.
- Arrange interview for internal and external openings and coordinate with Technical team.
- Guide Candidate for interview with local interview panel.
- Arranging walk in drive at various locations and following them up effectively.
- Follow up the candidates after scheduling interviews and selections & till joining.
- **Global Recruitment Singapore, Australia, Hongkong, Canada**

Professional Profile :

Organization: TECHORBIT

Designation: Lead Recruiter

Period : March 2020- September 2020

- **Handling End to End Recruitments**
- Handling a team of 7 Recruiter and doing individual contribution.
- Working for C2H requirements for TCS Client.
- Working for IT requirements.
- Sourcing and Screening a profiles and shortlisting for interviews.
- Should negotiate with the candidates for salary.
- Should Check the background verification and documents verification
- Coordinate with the candidates for offer letter, joining formalities, Collecting Documents and ON Boarding

- Working for **Technical requirements**

Organization: Indeed India Operations under Payroll of Husys Consulting

Designation: Senior Recruitment Consultant

Period : Aug 2017- Jan 2020

- Handling internal and external **End to End Recruitments** according to internal and client expectation.
- Working both **IT and Non-IT, ITES** requirements.
- Sourcing and Screening a profiles and shortlisting for interviews.
- Working for **Technical requirements**
- **Assisting a team for all the operations.**
- Coordinate **with internal team for any internal requirements.**
- Sourcing a profile from different social media and calling the candidates
 - Screening the right candidates.
 - Scheduling interviews for candidates.
 - Checking with Clients regard Candidates match with their requirements.
 - Checking feedback about candidates and any product requirements.
 - Communicate with team for internal and external requirements.
- Arrange interview for internal and external requirements and coordinate with Technical team.
- Coordinate with candidates for interview with technical panel.

IT Technologies worked on:

TECHNOLOGIES	TOOLS
Manual Testing	Manual Testing
Automation Testing	Selenium, QTP, Load Runner
Python Developer	Core python
Java, Core Java	HTML, CSS, JavaScript, Spring, MVC, Hibernate, Web Services like SOAP, REST, XML, JSON
Front END Developer	HTML, CSS, jQuery
Back END Developer	PHP, Ruby, Python
Full Stack Developer	HTML, CSS, JS, PHP, Ruby
Dot Net	C++, Vb net, Angular JS, MVC
Big Data	Data Engineer, Data Analyst, Hadoop, hive, Tableau

NON-IT Technologies worked on:

DOMAINS	POSITION
ITES/BPO for Domestic and International Process like Voice and Non-Voice	Customer Support/Tech support, Back office and Front office Executive
BFSI	Financial Analyst, Chartered Accountant, Account Executive, Credit risk Analyst, Taxation Executive, Underwriters
Core and Manufacturing	Production engineer, Quality Engineer, Machine Operator, CNC
Medical and Healthcare	Medical Coder, AR caller, Doctor, Dentist, Physiotherapist, Pharmacist
Education	Teachers for Kg from Secondary and Principal
Blue Color Jobs	Delivery executives, Sales Executives

Organization: Winvest Global Consultancy

Designation: Sr. IT Recruiter

Period : Aug 2016- July 2017

- Handling End-to-End recruitment activities in IT
- Achieved closures towards profitability of the company and increasing their own standards.
- Preliminary Screening/ Conducting First Level of telephonic Interview
- Evaluating the communication skills of the candidates
- Sourcing the profiles according to client requirements.
- Sourcing and screening profiles from job portals i.e., Monster, Naukri and taking referrals from the employees.
- Scheduling the interviews for the short listed candidates.
- Sending the mails to the candidates regarding the interview details
- Providing complete and accurate information to the candidates about the company and about job description of the particular position
- Taking the feed backs from the candidates after the interviews
- Maintaining the databases of short-listed candidates and follow up with them till their
- Date of joining in the organization

Technologies worked on:

- Technologies work under JAVA tools like J2EE servlets, HTML, PHP, Core

JAVA, Apache, Tomcat, spring and Hibernet.

- **Dot Net technologies, ASP.Net, C++, MVC, WCF and Angular JS.**
- **ERP Technologies are SAP Functional and Technical**

Organization: Abhipsa Resourcing

Designation: HR Recruiter

Period : July 2014-July 2016

Roles & Responsibilities:

- Handling End-to-End recruitment activities in Non-IT
- Achieved closures towards profitability of the company and increasing their own standards.
- Preliminary Screening/ Conducting First Level of telephonic Interview
- Evaluating the communication skills of the candidates
- Sourcing the profiles according to client requirements.
- Sourcing and screening profiles from job portals i.e., Monster
- Scheduling the interviews for the short listed candidates.
- Sending the mails to the candidates regarding the interview details
- Providing complete and accurate information to the candidates about the company and about job description of the particular position
- Taking the feed backs from the candidates after the interviews
- Maintaining the databases of short listed candidates and follow up with them till their
- Date of joining in the organization
- Requirements worked for **Service desk, Desktop Support Engineers, Technical Writer, Content Writer, German Translator, Cash operations, Loan operations. Macros, VBA.**

IT Clients Worked on:

- **HCL, VIRTUSA POLARIS, DELOITTE, IBM, INTELLECT, NISUM, Altimetrik, TCS.**

NON IT Clients Worked on:

- **Tata Telecommunication, PWC, TAFE, Visionary RCM,**

Academic Qualification:

MBA in HR

B.SC in Information technology

Computer Skills:

Operating system: Windows 98, XP, Vista, MS office – Excel, Word, etc

Strengths:

- Problem Solving skills
- Dedication
- Commitment
- Self-Discipline
- Good Communication Skills
- Proactive in Nature

Declaration :

I hereby declared that the above-mentioned information is correct up to my knowledge.

Place: Hyderabad

Date:

Signature: (Keshavamani D)