**KAUSIK S**

**Mobile:** **9440186725**

**E-Mail ID: kausiku86@gmail.com**

**CAREER SUMMARY**: **3.5+** years of fast paced professional growth driven by hard work, a determination to learn and the resolve to achieve. **Technical Recruitment** is my area of focus. Understanding requirements based on the Projects, choosing right person with right skills for the right job, lead to my success story. Remaining 4 years Experience is in Motors Insurance.

**SYNOPSIS**

* HR professional with **3.5+ Years** experience in IT Semicon and VLSI Recruitment and Good Experience in HR Functions such as Joining Process, Induction, Resourcing Operations .
* Having Exposure to HR Admin and FMS Administration Operations.
* Sound Knowledge on US Recruitment.
* Working closely with Hiring Managers and Business Unit Heads and managing full life cycle recruitment.
* Strong experience in hiring for domains and especially for the Client Qualcomm such as Electronics, Communication/Connectivity/Multimedia, Broadcast, Automation, Microsoft Technologies and Embedded Domain.
* Experience in hiring professionals on permanent mode.
* Experience in hiring professionals on contract mode.
* Good Experience in Team work.
* Experience in HR Functions such as Joining Process, Induction, Resourcing Operations.
* Excellent knowledge on IT Skills, HRIS and other HR Functions such as BGV, Insurance, Exit Formalities etc.
* Recently Completed **PG Diploma In HR Management (PGDHRM**) From **Symbiosis Pune Aug 2019**.
* Sound academic background with Master of Business Administration **(M.B.A)** in **Systems** **(2011)** and Bachelor of Technology **(B. Tech)** in **Electronics and Communication Engineering (2008)**.

**AREAS OF EXPERTISE**

* End To End Technical Recruitment
* Doing HR Interviews
* Offer Process
* Joining Process
* Induction
* Resourcing

**PROFESSIONAL EXPERIENCE:**

**Presently Doing as a Freelancing Recruiter From Jan 2019 Onwards.**

CLIENT **:** MICROSOFT.

**Organization :** **Pure Software Technologies Ltd**

**Designation : Senior Associate-TA**

**Duration :** **jun 2018 to DEC 2018.**

CLIENTS **:** QUALCOMM,ARISTOCRAT, BAY ONE,FLEETPRIDE,ENCORE.

**Domains hiring For :** Electronics, Communication/Connectivity/Multimedia, Microsoft Technologies, Java, Bigdata and Embedded Domain.

**Resourcing : Maintaining Internal data and supplied to clients as per the requirements along with maintaining Bill Rates.**

**Organization :** **Mirafra Technologies Ltd**

**Designation : STAFFING SPECIALIST**

**Duration :** JAN 2018 to JUN 2018.

**CLIENTS :** QUALCOMM,XILINX Especially for VLSI

**Domains hiring For :** Electronics, Communication/Connectivity/Multimedia, Broadcast, Automation, Microsoft Technologies and Embedded Domain.

**OPERATIONS : Verification of Original Documents, Doing Offer Process and Joining Formalities.**

**Organization :** **Sasken Technologies Ltd**

**Designation : Executive**

**Duration :** SEP 2015 to DEC 2017.

**CLIENTs :** QUALCOMM,XILINX for VLSI ,PERVACIO,SLINGMEDIA,PHILIPS.

**Domains hiring For :** Electronics, Communication/Connectivity/Multimedia, Broadcast, Automation, Microsoft Technologies and Embedded Domain.

**Major Responsibilities:**

* Interacting and developing strong relationship with business managers of the assigned business units in Understanding business needs in totality and to fulfill the same
* Interact with the technical team for getting the insight of the project and process
* Responsible for End to End recruitment (Requirements Gathering, Planning, sourcing, interview coordination, doing HR Interviews, Salary Negotiation, Documents Collection and Verification, Reference Check, Offer Release, Follow Ups, Pre-Joining & Joining Process)
* Complete ownership of the requirement in getting it closed and monitoring the progress made in fulfilling the same.
* Keeping the candidate intact with the whole hiring process to make them warm.
* Conducting outstation recruitment drives.
* Conducting Off-Campus Drives to fulfil the requirements for both lateral and fresher’s hiring.
* Adhere to the process in fulfilling the recruitment cycle with the company standards

1. **RESOURCING :** In-house

**Major Responsibilities:**

* Maintaining the entire employee data base such as internal resumes, Total Relevant Experience, Band, Tenure, Skills, Technical Competency Basket, K-map Rating.
* Submitting the Employee Resumes to the client’s Login based on the requirements and JDS of the tool.
* Interact Directly with client for short listing the profiles and arranging for the Interviews based on their Requirement, Experience, Billing
* Updating the selected candidate details and accepting the Billing per day of the candidate.
* Interacting for On boarding on the selected requirement.
* Maintaining the complete Data of Client Onboarded Details.

1. **HR OPERATIONS :** In-house

**Major Responsibilities:**

* Doing Joining Formalities such as verifying all original Educational Documents, Experience and Relieving Letters, Pay slips and providing the Company’s Entry Related Documents such as ID Badge, Back Ground Verification Forms, Medi claim Insurance Forms, Financial forms etc.
* Post joining formalities, providing inductions about the org establishment, Business units, Practice Teams, Clients, Locations, oppurtunities, promotions, increment, etc
* Providing Information’s about leave policies, timesheet, Leave Encashment, infrastructures,Facilities, Benefits and Pay roll information such as Tax Planning Benefits, Exemption information etc.

**Requirements Handled:**

**Electronics**: Firmware Development, Embedded Software Development Etc

**Communication/Connectivity/Multimedia**: Devops, Configuration Management, Protocol Development, Protocol Testing, Device Drivers Development, WLAN Developer, Bluetooth Developer, WLAN Testing, Bluetooth Testing, Android App, Framework, Audio/Video/Graphics/Camera/Display Driver and Drivers Development, Etc

VLSI: ASIC Verification, FGPA.

**Broadcast:** Kai OS (Linux Framework,C++,Multithreding, Java) C, C++ and VC++ Developers, Core Java Developers, DSP Engineers, Device Drivers Development, Android/iOS Developers, Codecs Development (Audio, Video Codecs), Build Engineers, Drivers Validation Engineers Etc .

**Automation:** Developers and Testing with scripting tools for the clients QUALCOMM, Hike Messenger.

**Microsoft Technologies**: C#, .Net Framework, WCF, WPF for the client- Kapsh,SQL,Azure, Active Directory.

**Organization :** **Toyota Tsusho Insurance Broker India Pvt Ltd, Bangalore**

**Designation : Executive**

**Duration :** NOV 2013 to SEP 2015

**About** Toyota Tsusho**:** This firm works as the insurance broker for the world’s largest automobile manufacturer.

**Major Responsibilities:**

Working with Insurance companies to advise them on outstanding claims and help settle the legitimate claims. I also provide advice on basic Underwriting tasks such as Policies, Endorsements Etc.

**Organization :** **Tata Business Support Services, Hyderabad**

**Designation : Executive**

**Duration :** AUG 2011 to NOV 2013

**About** Tata Business Support Services**:** In one of its services Tata Motors Insurance, which is part of India’s largest automobile group.

**Major Responsibilities:**

Focused in assessing the feasibility of Underwriting new applications and determining the premium and other basic parameters. I supported two different business units: PCBU (Passenger Cars BU) and CVBU (Commercial Vehicles BU). In addition, I provided support for the front-end of custom application which involved technology areas such as User Id Creations for Dealers, Admins, Insurance Companies and mapping normal Discounts for all dealers, Specific Discounts for particular dealers,Vehicle Model Updations, RTO Updations for all Class Vehicles,Generating Renewal Notices, Data and Reports etc.

**Technologies Worked On:**

**Development:** C, C++, VC++, Java, J2EE, Microsoft Technologies(Asp.Net, C#, VB.Net, .Net Framework, WCF, WPF), Protocols Development, Embedded Linux, Device Drivers, Android Framework, Android Applications, Multimedia Drivers(Audio,Video,Graphics,Display,Camera),Audio Codecs, Video Codecs,QNX,Ethernet,Android RIL ,Automation Development using Scripting etc.

**Testing:** Multimedia Testing,Automation Testing using Scripting,Protocol Testing

**Operations:** Insurance (Underwriting,Renewal,Claims)

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge. I am happy to provide more information on request. I am looking forward to hear from you.

**Yours Faithfully,**

**Kausik S**