

# Arvind M

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PROFESSIONAL SUMMARY	Having 6+ years of experience in IT and Non Recruitment. Expertise in End to End Recruitment from sourcing to selection process of candidates, Verifying the documents, negotiating salary, offer initiation and joining formalities. Taking a complete responsibility of team and ownership of candidates. Strong interpersonal and communication skills, and ability to interact with employees.
Employment History	Talent Acquisition, Appiness Interactive Pvt. Ltd. since April 2018
Responsibility	<ul style="list-style-type: none"><li>• Working as an Talent Acquisition Manager, handling a team and Individual Contributor</li><li>• Providing a training on recruitment</li><li>• Responsible for full life cycle of Recruitment process.</li><li>• Sourcing resumes, screening, interview schedule &amp; coordination, offer discussion, salary negotiation and other joining formalities</li><li>• Prepare and maintain daily Dashboard, master tracker and maintaining Internal database of Team and Individual and team</li><li>• Closely working with Developers and understanding about the requirements and Technical skills .</li><li>• Working and assigning a requirement with quick TAT &amp; sharing reports to AVP and Directors</li><li>• Managing Stakeholder and providing a reports periodically</li><li>• Working on various portals including Naukri, Linkedin, Hirist, Instahyre, Monster AngelList and Indeed Etc Responsible for conducting a weekend drive.</li></ul> <p>Sr. Resource Executive, Symbiosis Network Pvt Ltd. Jun 2015- Oct 2017</p>
Responsibility	<ul style="list-style-type: none"><li>• Responsible for full life cycle of Recruitment process.</li><li>• End to End Delivery from sourcing of the resume till the selection has been on boarded.</li><li>• Experienced in working for C2H and Permanent staffing</li><li>• Understanding the need of processing the deliverables within a stipulated time frame.</li><li>• Sourcing domain expert candidates at various levels (Fresher/Executives/Senior Management) from sources like Database, Portals, referrals, job postings.</li><li>• Responsible for conducting walk-in interviews for fresher.</li><li>• Responsible for Pre Screening/Shortlisting/Basic interviewing of candidates on Communication and technical skills</li><li>• Coordinate with candidates for interview Schedules.</li><li>• Screen and build a pipeline of candidates and provide a constant source of candidates for upcoming requirements.</li><li>• Worked with Major Clients: Amazon, Accenture, IBM, Capgemini, Dell, Infosys HCL, EPAM Systems, Honeywell, Microland, Genpact CGI, CenturyLink, Trivium Esolutions and Fore Support Solutions</li></ul>

Technical Skills Handled → Front End: HTML/CSS, Javascript, Angular, React JS, Ember JS  
 → Backend: Java, Python, Node JS, PHP, ROR  
 → Full Stack: MEAN, MERN and Java Full Stack  
 → Mobile App Technologies: Android, Core Java/Kotlin, iOS and Hybrid  
 → Microsoft Technology: DOT NET, VB.Net, ASP.Net, ADO.Net, SharePoint, C#, VBA,VB6, MS CRM.  
 → Storage: Sun Solaris, Veritas Netbackup, Sun & Veritas Cluster, Citrix, Netapp Juniper, EMC  
 → Administration: UNIX, Linux, Solaris, AIX, Windows, Lotus notes , Active Directory , Messaging ( MSX ) .  
 → Database: NoSQL DB, SQL DBA, Oracle DBA, DB2, Data Architects, Data Modelers, Oracle Developers, Data Analysts.  
 → Networking: LAN, WAN, Firewall (NetScreen), Security, Desktop Support, IT Support, Technical Support, IT HelpDesk, NOC Engineer  
 → SAP: SAP Basis, SAP Hana, SAP Ariba, SAP BO/BI, SAP FICO, SD, MM, SAP PP, SAP HRM, SAP FSCM, SAP ERP  
 → Cloud Computing and Technologies: IaaS, PaaS, SaaS, Big Data, Hadoop, Azure, AWS  
 → Blockchain, ML, AI and IoT

IT Forte ❖ Microsoft Office (MS PowerPoint, MS Word, MS Excel)  
 ❖ Internet proficiency  
 ❖ Google Docs

Languages Known English ★★★★★ Kannada ★★★★★  
 Tamil ★★★★★ Telugu ★★★★★

## EDUCATION SUMMARY

Education	University	Year
B.com	St Joseph Evening College	2015 to 2018
Higher Secondary	Pre- University Karnataka Board	2013 to 2014
SSLC	Karnataka Secondary Education Examination Board	2011 to 2012

PERSONAL INFORMATION

Name - Arvind M

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DECLARATION

I Hereby declare that the above – furnished details are true best of my knowledge and belief.

Date:

Signature:

Place: