**SUNAI MALAR.A**

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sunaimalar.a@gmail.com**

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| **Professional Synopsis :** |

6+ years of Experience in Human Resource department with specialization in IT R**ecruitment, Post recruitment.**

* Expertise in **strategic sourcing** of candidates for Leadership Hiring (C Level) , middle and senior management.
* Handling full cycle of recruitment from initial **screening till final on boarding of resources**.
* Finding applicants through hot lists, via **bulk Emailing and building references.**
* Having a passion towards **recruitment.**
* Specialist in handling unique senior level requirement which directly reports to the top management which is to be handled secretly.
* Handling **high scale recruitment** targets.
* Taking care of **joining formalities.**

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| **Experience Details:** |

**Information Dynamics – IT Recruitment Lead - Jan 2019 to till date. (1.5yrs)**

* Client Interaction & Requirement Gathering.
* Leading, mentoring &monitoring the performance of the team to ensure efficiency in process operations and meeting of individual and team targets.
* Recruiting and Training executives within the Recruitment Team.
* Mentoring the team with respect to end to end recruitment.
* Examining the quality & suitability of the CV as per the client requirement (screening the candidature w.r.t current and future requirement) and managing candidate relationship and developing it further to benefit
* Sourcing resumes (browsing, contacts, and references) and conducting personal interviews
* Identifying & implementing high leverage Talent Acquisition/ Recruitment strategies that are sustainable and meet recruitment delivery expectations.
* Communicating with Client/ Technical Panel getting detailed specifications about the requirement for various positions
* Taking Care of Entire Team - Weekly,Monthly and Quartely Recruitment review Presentations.

**Future Focus Infotech Private Limited – Senior IT Recruiter – May 2016 to July 2018. (2.3yrs)**

* Sourcing, screening the resumes according to the requirement.
* Submit screened and short listed profiles/resumes to client for technical evaluation.
* Develop and maintain relationships with channels and external recruitment agencies.
* Experienced in sourcing resumes through various channels.
* Acquiring Exclusive Agreement from consultants on representation.
* Timely submission of qualified candidates for open requirements.
* Hiring Contract/fulltime consultants and negotiate compensation and pay-rate of consultants with respect to requirement.

**Valuewing Consultancy services – Senior IT Recruiter (Recruitment Lead) – March 2014 to April 2016 (2.1yrs)**

* Client Handling, Gathering Requirements and Distributing to the Team. Handling a Team.
* Posting the requirements in the jobs sites like **Naukri, Monster and** Social networking sites like **Linkedin.**
* Using internal database, Employee references.
* Recruiter having ability to understand technical terms and learn new technologies on recruitment stand point.
* Experience in Job Boards like Naukri, Monster etc
* Convincing the candidates on the respective offers.
* Screening and Short listing of CVs, Interview Scheduling and all follow Up actions thereafter.
* Hiring First round of HR Interview in order to assess the candidate’s suitability, attitude, academic and professional Qualifications, Experience, Communication skills..Etc.
* Handling Senior Level crucial requirements which are treated confidentially.
* Involving in End to End Recruitment in India.
* Handling Walk in Interview Process (Weekend Drive/Exclusive Drive).
* Follow Up, Reference Checking and Employment offer Co-Ordination.
* Manage Resume Database and Trackers
* Set up interview between applicant and client.

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| **STRENGTHS :** |

* Communication and Interaction Skills: Utilized with employees at all Level, candidates, consultants and technical panel interactions.
* Ability to work in pressure and handle critical situations.
* Quicker action and response given when needed.
* Possess excellent interpersonal, organizational skills with proven ability in relationship management and team management.

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| **Academic Credential : (M.B.A.)** |

* Completed Master Degree **M.B.A** in HRM and Marketing from SRI Vidya College of engineering and Technology,(Anna University) Virudhunagar with 8.9 CGPA.(2012-2014)
* Completed Graduation – Bachelors of computer Application (**B.C.A**) from S.F.R.C, Sivakasi in the year 2012.
* Passed Higher Secondary Examination from K.M.K.A Matriculation Higher Secondary School, Thiruthangal with 78.2 % in the year 2009.
* Passed Senior Secondary Examination from K.M.K.A Matriculation Higher Secondary School, Thiruthangal with 76 % in the year 2007.

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| **Recruitment Key Skills:** |

-Hands on experience into **IT Recruitment. (Talent Acquisition)**  
-Experience into Both **Permanent and Contract staffing.**  
-Experience into **Screening, Short listing, Scheduling Interviews and Evaluating candidates.**  
-Foster long term **relationship with candidates**.  
-Review and understand the **technical job requirement.**-Following up with candidates.

**Additional Certifications:**

* Certification for Diploma in Data Operation, Computer Application.
* Certification for completing third level examination in Hindi.
* Certificate of participation in State Level Entrepreneur Program in S.F.R.C, Sivakasi.
* Certificate in Photoshop training.

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| **Computer Proficiency :** |

* Knowledge of Operating System like Window XP, Vista, Windows 7 & 8.
* Have More Experience in IT Recruitment.
* Application of software packages (word/excel/PowerPoint/Access)
* Technical proficient in MS Word, Excel and Presentations also knowledge in Java, HTML, C++, C, VB, SPSS, Photoshop,Coral draw, Page Maker.

**Achievements and Awards:**

* **Have been awarded the best performer award for achieving highest number of on boards and closures of the year 2014-2015.**
* **Achieved a Best Performer Award for a month.**
* Student Co-Ordinator in Tafya’11.
* Certificate for presentation on ‘Business Plan’ and won 2 nd Prize.
* Certificate for district Player in chess.

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| **Key Skills:** |

* Optimistic, Team Player, Dedicated.
* Effectively communicate with clients and Candidates via telephone, face-to-face.
* Aggressive target oriented personality.
* **Perfect in achieving targets.**
* Good Interviewee.
* Positive Attitude, Determined, Smart and Sincere with proven leadership qualities in working as team, Good decision making and analytical skills, result oriented, Ability to handle people in a very efficient way.

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| **Personal Details:** |

Date of Birth : 23th June,1992

Language Known : Tamil, English (Read, Write, And Speak).  
 Hindi (Read, Write)

**Declaration:**

I hereby declare that all the information mentioned here are true and verifiable at any point of time.

Place :

Date : Sunai Malar.