# KUMAR RAJA

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# PROFESSIONAL SUMMARY:

* + Having 2 + years of experience in IT Recruitment.
  + Handling the End to End complete Recruitment and selection process.
  + Recruiting candidates for various positions for leading Global IT Companies.
  + Proficient Experience on Sourcing profiles through various channels like **Job Portals**

# Naukri, Monster, Employee Referrals and Internal Database, LinkedIn

# Scheduling candidates for interviews and walk in drives at various locations and following up effectively to make sure for no shows.

* + Follow up the candidates after scheduling and selections till joining.
  + Uploading relevant profiles in clients' portal after discussion with candidates.
* maintaining Database of all the profiles which is submitted and which is selected & Rejected by clients.
* Experience in hiring JLPT (Japanese Language Proficency Test ) candidates.
  + Worked for clients like **Capita,Medlife, Synchronoss, Cimpress, Viteos, Brillio, Nirwana, Synechron , Mphasis , Genpact , Dell, IBM , STMicroelectronics, Tech Mahindra , Marlabs , Wissen Technologies , etc .**

# Education Details:

* + B.Tech From Siddartha Institute Of Science & Technology, in AP with aggregate 62%.
  + 12th from Sri chaitanya junior college, in AP, Intermediate securing 70%.
  + 10th from Sarojini high School, in AP, SSC securing 76%.

# Employment Details:

* + Worked as IT Recruiter and Consultant at **Mindblaze solutions Pvt Ltd** since February 2017 to March 2019 .
  + Working as Associate – India Recruitment at **Lancesoft India Pvt Ltd** since September 2019**.**

# Technologies Worked :

* **.Net Technologies : .** Net Developers , .net Fullstacks with skills like **:** c#.net , Asp.Net, MVC, etc.
* **Java Technologies:** Java Developers Java Architects with skills like **;** Java 8 , 7 ,Spring, Hibernates etc,
* **Front End Technologies :** UI Developer like : Anglular JS , React JS UI/UX Designers etc.
* **Testing :** Manual Testing, Automation Testing, CRM Testing etc.
* **SAP Technologies :** ABAP , MM, FICO, SD, BW, HANA, BI , Etc .
* **Embedded Technology** – Industrial embedded, Consumer Electronics, Automotive embedded, model

based development and General embedded development - C, C++, Embedded C, Assembly language,

Microcontroller, Microprocessor, Firmware, Protocols (I2C, SPI, UART, RS232, RS485, TCP/IP, SNMP,

CAN, CANopen, MODBUS,), Matlab /Simulink.

* **Infrastructure:** Windows admin, Vmware Admin, Weblogic Admin, WAS admin, SAS admin, AIX

admin,Linux/Unix Admin, SQL DBA, Oracle DBA, DB2 DBA, Wintel admin, Storage admin

* **DevOps Skills :** DevOps Engineers , AWS Cloud engineers, etc .
* **Mobile Technologies :** Android , ios , Hybrid .

**Domains :**

* Health care .
* Educational .
* Automotive ,
* Banking .
* Financial .

# Roles and Responsibilities:

* + Handling End to End Recruitment process.
  + Gathering and Understanding the requirements directly or indirectly from Team Lead.
  + Looking after the entire cycle of recruitment that includes searching/ sourcing potential, scheduling, following up, candidates.
  + Screening resumes by evaluating candidate’s communication skills, technical skills.
  + Calling the candidates and discussing about the job opportunities, location, clients and employment type with the candidates.
  + Short listing the profiles according to JD and sharing the profiles to Team Lead.
  + Scheduling candidate for telephonic, Face to Face and Walk in Interviews.
  + Negotiating with the candidates on CTC part.
  + Building good relations with the candidates and maintaining the database.
  + End- to- End follow-up with till their joining.
  + Preparation of Monthly reports relating with number of interviews happened, Offer Made and Candidates Joined.

# Key Strength:

* + Good Communication Skills and interpersonal Skills.
  + Self analysis and quick learning capabilities.
  + Self motivated, Leadership Skills & Patient listener.
  + Hard Worker.

# PERSONAL DETAILS:

Name : K. Kumar Raja

Present Address **:** Marathahalli, Bangalore, 560037

# DECLARATION:

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

# K. Kumar Raja