

Prem Sagar P

HR

SUMMARY

To bring my strong sense of dedication, motivation, and responsibility to my previous organizations that i worked for achieving milestones and awards, to utilize my Recruiter along with stake holder Experience, Qualifications obtained through DMI College of Engineering affiliated to Anna University.

WORK EXPERIENCE

Talent Acquisition Specialist	Nov 2019 - Till Date
Zeta India	
Hyderabad, India	
<ul style="list-style-type: none">Internal Talent acquisition for engineers who are working internally and are open to different positions in different domains.Stake holder management with managers who stays back in Bangalore, Mumbai.Sourcing External candidates and procuring candidates for requisitions.Interacting with business for timely feedback on the sourced profiles Provide overview ofPre-Screen to the hiring Managers and coordinating with the interview panel for scheduling, Responsible for sourcing qualified individuals, screening resumes, interviewing and assessing candidates and provide guidance to hiring managers to ensure quality hiring.	
Talent Acquisition Global Talent Solutions	Jul 2019 - Nov 2019
Boeing India	
Bangalore, India	
<ul style="list-style-type: none">Transferring internal candidatures in to different projects which are viable.Experience on workday to move the candidatures from one position to another.Releasing offers on Workday.Interacting with Hiring Managers to ensure that the candidate will have a smooth Joining.Checking for COL's and ECCVF Verification's.	
Senior Consultant	May 2017 - Apr 2019
New Era India	
Bengaluru, India	
<ul style="list-style-type: none">Responsible for sourcing qualified individuals, screening resumes, interviewing and assessing candidates and provide guidance to hiring managers to ensure quality hiring.Interacting with business for timely feedback on the sourced profiles Provide overview ofPre-screen to the hiring Managers and coordinating with the interview panel for scheduling.Educate client on the recruiting process and the roles involved in the process. With use of Enterprise applicant tracking technology like Workday and Taleo like innovative recruiting tools ,review and select candidates to move forward from the slate presented by sourcing efforts, determine and instruct next course of action.Develop and Manage strong consultative relationships with hiring managers and candidates.Advised hiring managers on talent availability, salary ranges and trendsSolicit and document hiring manager and candidate feedback throughout the interview process.all candidates personally contacted in recruiting cycle (phone screen or higher manager interview).Keeping Applicant Tracking System (ATS) updated at all timesPreparing offer proposal and negotiating on the offer for the selected candidates. Closing all active requisitions before aging.Create a comprehensive job description based on hiring manager specifications.	
Senior Staffing Specialist	Jan 2015 - May 2017
Seven Skys	
Hyderabad, India	
<ul style="list-style-type: none">Experience involves going through the existing database, Portals-Naukri, Monster, Times job, Linkedin (posting, mass mailing and sourcing) and referralsUploading the Cv as per client requirement with respective document in Abacus, Portal Scheduling and coordinating with prospective candidates for various interview Levels via the written/ telecom and final interviews with the respective Interviewers,Salary negotiations and building up rapport with candidates from first contact till on boardingInterview Coordination for respective client location on Weekdays, Weekends as per client request.Majorly Involved In IBM ITD Infrastructure RequirementsResponsible for handling end to end recruitment process for assigned technical requirementsClosely working with the technical panel/Business mangers/ Hiring managers for scheduling interviews, candidate selection, and collecting the feedback of the candidates interviewed.Sourcing profiles from various recruiting sources like: - Company database, Job Portals, Employee Referrals ,LinkedInCreate a pipeline for adequate hiring through multiple channels and geographic locationsConduct first level interview (Telephonic) to check communication Skills, technical skills, interest level, availability, salary, etc.Maintaining a systematic and comprehensive database of all candidates. Following up with the candidates till candidate is on boarded.Coordinating with the business team and take new requirements.Managing job postings, screening and scheduling of candidates, coordinating interviews. Conducting Drives, Walk-ins, personal interviews and arranging for technical panels and coordinating at all levels of Interviews.Verifying all the required documents to roll out the offer to selected candidates.Ensuring the periodic follow ups with the date of join candidates and ensuri their joining	

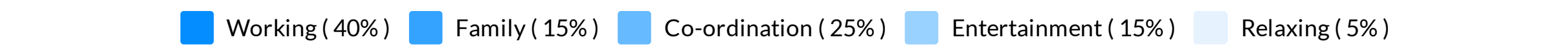
EDUCATION

BE	Aug 2001 - May 2005
DMI College of Engineering (ANNA University)	
Chennai, India	
Passed all the Subjects with out any backlogs and an aggregate of 74%.	
Your field of study	
Name of university or school	




COURSES

Course name	Feb 2020
Authority	

MY TIME



MOST PROUD OF

	Physical Organization
Creative Thinking, Effectiveness, Productivity	
	Planning
Analyzing Issues, Decision Making, Project Management, Strategic Planning	
	Team Work
Collaboration, Delegation, Goal Setting, Group Leadership	

LANGUAGES

English	◆◆◆◆◆	Telugu	◆◆◆◆◆
Hindi	◆◆◆◆◆	Tamil	◆◆◆◆◆

PERSONAL SKILLS

Leadership	90%	Communication	100%
Self-motivation	90%	Decision Making	90%

HOBBIES & INTERESTS

	Travel		cricket, Volley ball, Badminton, Table Tennis, Snooker.
	Reading		