S. ARUN KUMAR

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**Mobile:** 9133539948

**Objective:** As a HR professional, I would like to utilize my earlier experience and knowledge in Recruitment by contributing to the progress and development of the organization. I would be putting my best use of knowledge and experience while taking important decisions related to the company and for people associated with it.

**Summary:**

Arun has an Extended Diploma in Strategic Management and Leadership along with 6+ years of experience as a successful and effective Talent Acquisition Specialist for Product and Technology Division at IT Industry. His Overall experience includes End –To-End Recruitment, Recruitment Coordination, Campus Recruitment, Candidate screening, Sourcing, University relations, Vendor Management, Volume hiring, Applicant Tracking System (Taleo and Eploy), BPO hiring, Offer Negotiations, Preparing and Generation of offer letter, Stakeholder Management and Recruitment Branding events. He has superb stakeholder focus, attention to detail and Organization skills along with ability to interact and influence business leaders at varying levels from managers to Board Members. He has Hands on Experience on developing short term and long-term talent acquisition strategies. His Multitasking abilities helped him close and exceed all hiring needs every year for all business areas he worked for. He has “Get It Done” attitude and background of delivering good quality work again and again. He has strong collaboration, teaming and Mentoring skills along with ability to influence without authority and flexibility with work timings and always ready to travel for Recruiting events.

**Technical Assessment Tools:** Hacker earth, Monjin and Devskiller were used to Prescreen and hire talented developers.

**Professional Experience:**

 May 2017 – Till Date

Senior Resourcing Partner



Sr. Talent Acquisition Associate Aug 2016 – May 2017

 Mar 2015 – Aug 2016

HR Coordinator/Business Liaison Executive

Vindati HR Consulting Services Nov 2013 – Jan 2015

HR Executive

**Job Responsibilities:**

* Hands on experience in End to End Recruitment – sourcing, screening &scheduling, interviewing, offer negotiations, offer follow up, stakeholder Management Etc.
* Have good understanding and experience on Taleo and partnered with Local HRIS to understand the tool better.
* Work with Hiring Managers and Interview teams to ensure that the job requirements and expectations are clearly understood to assess candidates against appropriate criteria.
* Involved in mass hiring, volume recruitment to fulfill the requirements.
* Working closely with hiring managers to establish comprehensive sourcing strategies to meet current hiring needs as well as to build pipeline for the projected requirements.
* Manage full recruiting cycle for Campus/University Hiring travelling across different locations to identify cream candidates.
* Actively participate in all staffing related activities and engage in cross functional projects.
* Able to successfully identify external technical interview vendors to expedite hiring process as per TAT.
* Mentored team of 4+ and managed team performance with constant delivery meeting the business targets.
* Develop and implement search strategy that includes vendor selection process and performance metrics for all searches including Contract staffing.
* Involved in Internal job transfers and movements of employees from various divisions.
* Organizing all documentation related to joining formalities.
* Conduct HR Interviews and salary negotiations as per the priority within the salary benchmarking.
* Build professional relationship with team members, applicants, Global HR Team and professional network
* Identify target companies, user groups, professional associations which could lead to qualified candidates
* Extensive experience working on different technical stack varying from Entry level to Leadership hiring.
* Search resumes in applicant database and forward to appropriate hiring manager.
* Conduct initial phone interview screens to assess candidate's skill level, interest and cultural fit.
* Determine the type of employment and company experience the candidate is seeking and respond accordingly.
* Develop professional relationships with candidates to identify their goals and ambitions.
* Fully explain the steps of the interview process to candidates so that candidates are clear on expectations.
* Prepare and release offer letter to Successful Candidates.
* Initiated Candidate Engagement programme to offered candidates for Successful joining and for company Branding.
* Create regular reports on hiring status individual/team metrics and provide to management weekly.
* Send joining details to On Boarding team before a candidate joining as per SLA.
* Supported team in weekend recruitment drives (Local and Outstation).



* Respond to all referral queries posted to me in an obliged manner and revert to them on status.
* Represented HR Team and given presentation to new joiners for critical Project enabling successful joining rate.
* Participate in all cultural events from HR Team.
* In addition, assist employees on fusion and other operations issues on par with my knowledge who ever address to me.

**EDUCATIONAL QUALIFICATION:**

EDSML [Extended Diploma In Strategic Management And Leadership] From Ethames Business School, Hyderabad, India Affiliated To Edexcel Level 7 [London] Jun 2013

**TECHNICAL SKILLS:**

MS-office

Taleo (Applicant Tracking system)

**Projects involved:** led a team of 15 members in project for Green Park Group of Hotels in measuring Annual Employee Satisfaction Survey that involved me to know the insight of what measures makes employee satisfy to work for prolonged period in organization and steps taken to control attrition rate.

**STRENGTHS:**

Effective interpersonal and communication skills

Ability to lead a team, mingle in team

Zeal to learn new things

Travel across multiple locations for hiring events.

**LANGUAGES KNOWN:**

English, Hindi, Telugu, Tamil

**Rewards and Recognition:**

Awarded as Thor In Recruitment for the year 2019 – 2020

Certified Tech Recruiter from Hirist and IIMJobs.com

Devskiller Tech Certified Recruiter

**PERSONAL DETAILS:**

Name S.ARUN KUMAR

Father’s Name S.KUMAR

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References would be furnished upon request

