

Aaron Francis Cardoza

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Summary

- Technical Recruiter with over 1+ years of experience in IT and Non-IT Recruitment / talent acquisition.
- Vendor management, Niche skill hiring, Lateral hiring, Coordination with hiring Manager.
- Experience in Lateral hiring, Sourcing, Screening, Selection, Joining Formalities
- Having exposure of recruitment source like Naukri portal, Monster, Employee Referrals.

Technologies Handled:

- **IT:** Java, J2EE, C++, Android, IOS, .net, UI Developer, UI Designer, QA (Automation) Engineer, IOS (Cocoa Development), MAC Developer, SharePoint, Big data-Hadoop developer, AWS, Linux, Salesforce developer, Devops engineer, Python developer, CLOUD Engineer, SITE CORE, MULESOFT, WORKDAY, etc.
- **Enterprise Integration:** Tibco, PEGA.
- **UI Technologies:** HTML, CSS, JavaScript, jQuery, Angular JS.
- **ERP:** Oracle Apps, SAP ABAP, SAP BI, SAP FICO, SAP SD, SAP MM, SAP PP, SAP FIORI UI5, SAP BO/BODS, Peoplesoft.
- **Database:** Oracle, SQL, MYSQL, PL/SQL.
- **Microsoft Technologies.**

Academic Qualification

- **Bachelor of Commerce (B.com)**
Shri Dhavala College, Moodbidri.
2016 - 2019
- **Pre-University Course (PUC)**
Pompei PU College, Kinnigoli.
2014 - 2016
- **Secondary School Leaving Certificate (SSLC)**
Mohammadiya High School, Moodbidri.
2013 – 2014
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Professional Experience

HR IT Recruiter (NOV 2020 to till)

- **Client: Accenture**
- Payroll company **Scalene Works People Solutions LLP.**
- Job Role:
 - Handling IT Recruitment for Pan India
 - Handled the hiring of various experience levels from 4 yrs to 13 yrs. of experience
 - Managed the hiring through various channels including diversity hiring, using Job portals (Naukri and Monster)
 - Keeping track and maintaining the Recruitment pipeline
 - Responsible for Quality Standards and Delivery on time.
 - Expertise in Screening, Sourcing, following up, relationship building with the candidates

HR Recruitment (1st July 2019 TO 10 JAN 2020)

➤ Client: Accenture

➤ Payroll company Scalene Works People Solutions LLP.

- Job Role:
 - Managing Recruitment process end to end.
 - Handling vendor location, travelling to vendor location and taking up candidate interview.
 - Coordination with hiring Manager.
 - Maintaining and Publishing daily candidate data.
 - Document verification.
 - Conduct Recruitment Events
 - Candidate Management.

Activities and Certification

- NCC 18 KAR BN (Army) B Certificate Holder [KAR/SD/16/370304] 2016 – 2019.
- Drawing Grade, Secondary Education Board 2011.
- Basic Computer, Pompei Pre-University College, 2016.
- Attended the Republic day Institutional Training Camp and Republic Day Parade on 26 January (2017 – 2019).

Personal Skills

- Good working knowledge in Naukri, Monster, MS word, excel, power point and Outlook.
- Ability to deal with people diplomatically, willingness to learn, adaptable to varying conditions.
- Ability to work independently with minimum supervision, as part of a team.

DOB: 22.Oct.1998

Pan No BSEPC7523D
