# SKILLS

**HR Professional**

A Versatile Recruitment Professional with 2 years of IT recruiting experience. Meeting daily targets and expectations, staying positive and capable of delivering in a fast paced environment.

# Profile Summary:

* Executive IT Recruiter with 2 years of recruiting experience meeting expectations, positive and capable in delivering in a fast paced environment.
* Responsible for end-to-end recruitment based on hiring strategy from the Delivery Manager.
* Recruiting and hiring candidates for Contract, Contract-to-Hire (C2H).
* Sourcing the right proﬁle from the Job Sites/References/Networking and by posting jobs in portals.
* Work closely with Hiring Managers to develop position proﬁle and to understand overall needs and requirements. (Description, salary, timing, expectations, etc.).
* Preparing and analyzing reports and forward it to Delivery Head for ﬁnal interview. Skills matching as per job requirements, preliminary screening of the candidates and recommend them for the next round of interviews. Ensure documentation on joining and cross veriﬁcation. Lining up the candidate for walk-in & Coordinating the walk-in.
* Promoting internal referral schemes. Responsible for effectively networking by referral / reference contacts, internal employees. Developing and maintaining a network of contacts to help identify and source qualiﬁed candidates. Maintaining the Joiners Database & calculating the offers & joining ratio, which also helps us to track the last minute dropouts.
* Follow up with the client on a daily basis for requirements, feedback of the candidate’s proﬁles, arranging candidate’s interviews, salary negotiation & the payments/collection.
* Arranging Interviews for shortlisted candidates as required by the clients. Follow up with the offered candidates until they join respective client.
* Inform applicants of job duties and responsibilities, compensation and benefits, work schedules and working conditions, company policies, promotional opportunities and other related information.
* Develop and maintain relationships with candidates, employees, recruiters and build pipeline of qualified candidates for future requirements.

# Professional Experience

**1. Company: Bahwan CyberTek** (Chennai)

**Duration:** 9th March 2020 - till date

## **Designation: Recruitment Executive**

Managing full cycle recruiting process (from sourcing, release offers, on-boarding, etc.,) for multiple clients/business groups ensuring a smooth and positive candidate experience.

* Experienced in **Permanent and C2H hiring.**
* Exposure in **internal hiring**.

**Clients Serviced: IBM, Every India, Happiest Minds**

2. Company: Teamware Solutions a division of Quantum Leap Consulting Pvt. Ltd (Chennai)  
Duration: 11th July 2018 – 3rd Mar 2020

## **Designation: Executive-Talent Acquisition**

Managing full cycle recruiting process (from sourcing, release offers, on-boarding, etc.,) for multiple clients/business groups ensuring a smooth and positive candidate experience.

* Used “**Recruiz- A Cloud Based ATS”** as a search engine, mass-mail etc.

# Clients Serviced: TCS, CTS, Morgan Stanley, CGI, Accenture

# Supported Technologies

**Front End Technologies:** Html, Css, Ajax, jQuery, Bootstrap.

**Back End Technologies:** Java**,** PHP, Drupal, Magento, Pyhton

**Frame works:** Spring, Struts, Hibernate, Node JS, Angular JS, React JS, Vue.js, Django

**Other Java Technologies :**  Micro Services, Web Services (Rest and Soap), JSP (Java Server Page), JDBC )Java Database Connectivity), Servlets

#### **Microsoft Technologies:** C#.Net, .Net Framework, ASP.Net, MVC, WPF, WCF,

**Databases Technologies:** MS SQL, SQL, PLSQL**,** Oracle, Sybase, Cassandra

**Testing Tools:**  Automation Testing (UFT/QTP,Selenium), Performance Testing( Load Runner, JMeter),Mainframe Testing, ETL Testing.

**ETL Tools:** Informatica, Talend, Data Stage, SSIS, SSRS

**Hadoop Technologies:** HDFS, Hive, Pig, Hbase, Spark, Scala, Flume, MapR, Yarn,

**Middleware Technologies:** WAS, Weblogic, Jboss, WMB, WMQ, IIB, IHS

**IT Infrastructure:** Linux Admin, Unix Admin, Windows Admin, Citrix Admin, AIX Admin, VMware, Network Engineer, Network Security Engineer

**Other Technologies:** SAP ERP Technical and Functional, Mainframe Technologies, MSBI Tools (SSIS, SSRS) etc.

# Educational Qualification

## Aug 2015 - May 2018

### Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology, Avadi, Chennai- Masters in Business Administration (MBA)

**Personal Details**

Name : Kiranmay Patra

Father Name : Nitai Patra

Date of Birth : 07 Apr 1995

Gender : Male

Marital Status : Unmarried

Address : ℅-Nitai Patra, Ichapasar,Lakshmanpur,Hooghly

West Bengal, India. Pin-712404

Languages known : Bengali, English & Hindi

**Declaration:**

I hereby confirm that the information given above is true to the best of my knowledge.

Place: Chennai

Date: (**Kiranmay Patra**)