**B.Sheela Priyadarshini**

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**CAREER OBJECTIVE**

To achieve company’s objective with the acquired knowledge and to excel as a Human Resource professional, to work with creativity and interest for the success of the organization.

**PROFESSIONAL SUMMARY**

 Having around 5.2 years of working experience into Recruitment for domestic process which includes identification, sourcing, recruiting, interviewing and hiring IT professionals on multiple requirements on both permanent and contract staffing.

* High-performing, passionate, results-driven HR Recruiting professional with years

 of experience.

* Screening of Resumes and short listing of candidates on the basis of requirements specified by the client and maintaining the internal database.
* Sourcing candidates through various job sites Portals( Naukri, Monster,Linked In)job

 posting Mass Mailing,Employee Referrals, utilizing the potential of networking site ,

 as well as from internal database.

* Screening the candidates for availability, interest level, salary range, relocation, technical knowledge and qualification.
* Doing salary fixation/negotiation and ensuring notice period with the candidates.
* Process the short listed profiles to the internal panel. Co-ordinating with the candidate and panels to schedule the interviews.
* Following up with the candidates till they join. Managing good relationship with candidates to ensure smooth on boarding, document compilation for selected candidate.
* Availing feedback from the client for the selected candidates.
* Rolling out selection mail or offer letter regarding joining date and other documentation.
* Maintaining the database of all the candidates, shortlisted, interviewed, offered

 and declined.

* Handling the drives.

* Having Client Interaction through mails closely working with them.

 **Achievement**

 Received Excellence in Execution Award for the client Honeywell in Datamatics.

Achieved Highest numbers and the target in Anlage Infotech

* PROFESSIONAL EXPERIENCE
* Working as Sr .Hr Consultant from March 2020 to till date.
* Worked as Sr .Associate Delivery in Anlage Infotech from May 2018 to Feb 2020.
* Worked as a Executive in Datamatics Global Services. Bangalore,from Sep 2015 to May 2018.

**Roles & Responsibilities**

**Working as a senior Hr Consultant at Adecco Group company. ( March 2020 to Till date)**

**Handling End to End Recruitment**

**Understanding the client JD and start sourcing according to the client expectations**

**While sourcing the cv's we use to take care of the notice period,quality, profile experience details and confirmation mails from the resources.**

**Giving some quality profiles to the client .**

**Once interview schedule will come then we use to schedule and do the proper followup .**

**If candidate got selected then will look in to the furthur procedure of releasing offer letter and joining formalities.**

**Anlage Infotech ( May 2018 –Feb 2020)**

* End – End recruitment activities
* Client Interaction

Handling the requirements of all Levels (Junior, Mid-Level and Senior Level)

 Understanding the Job description from the technical team and providing the resumes accordingly to reduce the rejection ratio

 Interacting to the spocs in explaining the market challenges on a particular skill, getting an alternative skill to hire and understanding the criticality of the SLA.

Ensuring the periodic follow ups with the yet to join – candidates and ensuring their joining on time.

Involving in Client calls to understand the criticality of the positions and how to reduce the heat on same.

Expert in Bulk hiring and niche skill hiring

 **Datamatics Global Services (Sep 2015 to May 2018 )**

Managing full recruitment life-cycle from **sourcing** to onboard & maintaining accurate and well-ordered documentation on all candidates, searches and other recruiting activities with staffing practices and processes. Handling IT recruitment at all level.

Extensive experience to work on**Permanent &** **Contract-to-hire position**

Browsing Job Portals(Naukri, Monster), database, reference and other networks for sourcing the profiles

Evaluating the candidate's Communication skill, Reason for Job Change, Work experience, present and expected compensation, location/relocation information, Notice Period and availability for the interview, etc).

Follow-Ups:- Pre joining & post joining follow-ups with candidates

Sending daily/ weekly/ monthly report to the Manager.

* Submitting the Resumes to the Clients after a thorough check of Skills and Availability.

 **Technologies Handled**:

 Sun Technologies:- Core Java, J2ee, Struts, spring, Hibernate,webservices.

* Microsoft Technologies:- ASP.Net,VB.Net,C#.(WCF/WPF),VC++,Share Point.
* Mobile Application: IOS and Android
* Automation Testing and Manual Testing.

Database : Oracle ,Mysql,Sybase.

 Embedded Technologies : C,C++,RTOS,ADA ,QT,Open GL into Aero domain.

**Clients Handled**

**Majorily Worked for product based companies.**

**HP ( Major Client ) Closed 27 Positions.**

**Honeywell ( Major Client)**

**Symantec ( Major Client ) Closed nearly 38 positions .**

 **Veritas ( Major Client)**

**Cisco**