

**Gokul Hariharan.**  
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**Career Objective**

- Associate myself with a reputed organization compatible to my qualifications, capabilities and skills.
- Learn and use my Professional in the work environment.
- Explore new fields in my specialization area for personal growth.
- Contribute my best to the growth of the organization.
- Become a self-motivated and result oriented person with excellent leadership skills.

**Professional Summary**

A Dynamic result oriented HR Operations Executive with 1+ years of experience in end to end Campus recruitment, US IT Recruitment, building relationship with Internal business units and stakeholders. Effective and accountable in fulfilling the demand, building strategy, planning and execution of University hiring on site.

**Educational Qualifications:**

<b><u>Qualification</u></b>	<b><u>Institution</u></b>	<b><u>University</u></b>	<b><u>Year of Passing</u></b>
Bachelors of Computer Applications	Surana College	Bangalore University	2018
PUC	National Pre-University College	Board Of Pre-University	2015
SSLC	Green Valley English School	Board Of Secondary Education	2013

**Work Experience:**

**Associate CRM – Anheuser-Busch InBev – June 2020 – Dec 2020 (On Payroll of RCS technology)**

- Responsible for handling multiple Wholesale, Retail and on trade customers across UK region.
- Handling daily transactions, point of contact between Customer – Account Manager- Third party vendors.
- Managed Stock reports on daily, weekly and monthly basis, providing accurate stock data to the Customers, Account managers and Stake holders.
- Responsible for taking order time, delivery date and ensuring the stock is delivered to the customer on time.
- Point of contact between customer depots, internal planning team, Inventory team and the transport team for ensuring keen customer service to uphold the organizational standards.
- Responsible for handling end to end promotional and miscellaneous orders from the customers across Wholesale, Retail and on trade channels.
- Managed multiple customer's choice of requests on Barware and glassware, also ensured maintaining reports on day to day orders from multiple customers.
- Responsible for handling tickets on the daily basis transactions in Salesforce, ensured 100% SLA on time resolution on all the tickets.
- Learnt placing order, amending and cancelling order in SAP ERP

**Tools learnt:**

- Salesforce ticketing system
- SAP ERP

**Executive – Talent Acquisition (US IT Recruitment) – Brillio Technologies Pvt Ltd – Oct 2019 – May 2020**

### **Roles and Responsibilities:**

- Hands on experience in Technology Hiring across North America.
- Excellent knowledge on US tax terms like W2 C2C and 1099
- Worked and closed critical positions like AWS Developer, Data Analyst, Project Manager, Business Analyst etc..
- Good Knowledge on Major technologies, AWS, Java, Python, Data Analytics, UI UX Development, Network Engineering, SAP, Cloud, Nodejs, Reactjs, Automation, Testing and Big Data Technologies.
- Excellent knowledge on US Visa. H1-B, L1, GC, USC, H-4, CPT, OPT, EAD, TN etc..
- Closely worked with Stakeholders, Hiring Managers, Practice leads, heads and internal Business Units in order to understand the client requirements and to provide and ensure the requirements are closed within the stipulated time.
- Being the point of contact for all the candidates, and the hiring managers in order to ensure better candidature.
- Source potential candidates on Hard Core IT and Non-IT positions.
- Parse specialized skills and qualifications to screen IT resumes
- Perform pre-screening calls to analyze applicants' abilities

### **Process Executive-Talent Acquisition (HR Operations) - Infosys BPM Ltd. - June 2018-Oct 2019.**

### **Roles and Responsibilities:**

- Handling end to end campus, and off campus recruitment activities across all engineering and graduate colleges across India to recruit premium talent.
- Conducted assessments/examinations/interviews to find the right talent
- Being the point of contact for all the students, resolved their queries in order to ensure good connect with the students and the placement cell.
- Responsible for onboarding procedure, ensuring all the relevant joining documents are uploaded to the system with 100% accuracy.
- Creation of candidate application ID's to upload all their data through ID's in order to generate their Offer letters.
- Explaining benefit Programs to the candidates so they may take advantage of the programs.
- On boarding the selected candidates as per business requirements.
- Responsible for preparing and handling Event tracker and Master data tracker for Campus Recruitment team and to share with the stake holders on a weekly and monthly basis.
- Responsible for the preparation of Monthly Business Reports for the team and publish to the stake holders, to ensure the productivity of the team.
- Good experience in hiring and developing strategy for Campus, Off Campus and graduate trainee recruitments.
- Closely working with stake holders, Placement officers, Principals/Head of depts., Business Unit Managers and Senior management in order to know business requirements and to ensure it is closed within the stipulated time.
- Handling recruitment tools for conducting tests and assignments to assess the candidates.
- Ensure all the necessary documentation (physical Documents) are done on site.
- Briefing all the shortlisted candidates on the mandatory documents and other joining formalities.
- Coordinating with the panelists for face to face/ Telephonic round of interview for the campus recruitment drive.

### **Coordinate on-boarding activities of selected candidates:**

- Provide follow-up correspondence to the candidates on the hiring status via emails and calls.
- Point of contact for all the candidates, addressing each and every candidates queries, ensure in making them understand the mandatory documents to be produced at the time of their joining.
- Informing about their DOJ, Location of positing, providing a brief overview on their training and Induction process.

**Additional Responsibilities:**

- *Supported Lateral hiring team as when required.*
- *Extended support to Walk-in drives(Voice/Non-Voice) conducted and assisted in coordination of recruiting activities.*
- *Part of recruitment team for Government organized job fairs.*
- *Organized Inter college quiz competition as part of organization's branding.*
- *Arranged Campus Visit and leadership talk for graduating students as a part of campus connect program to provide better knowledge of corporate culture to the students.*

**Strengths:**

- *Comfortable working in fast paced and constantly changing environment.*
- *Ability to adjust and deliver the best at every task assigned*
- *Ability to act according to the situation on site*
- *Eager to learn new technologies and upskill interpersonal and professional skills to meet the expectations of the stake holders and business unit managers.*
- *To contribute for the organization's development and seeking career growth with the best use of professional and interpersonal skills.*