V Demetrius Abu

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**Professional Summary**

Human Resources recruiter, accomplished in sourcing, screening, qualifying and on - boarding candidates, as well as coordinating interviews and follow ups. Senior recruiter well-versed in the strategic planning and execution of recruiting efforts. Collaborates well with human resources staff at all levels.

**Skills**

* Pre-screening candidates
* Planning job fairs
* Customer services
* Negotiation
* Time management skills
* Flexibility
* Strong work ethic
* Excellent interpersonal skills
* Team management

**Work History**

* **TA- Sr. Recruiter- Gembrill Technologies(Since 2019 August to till date)**
* Executing the entire gamut of task in recruitment encompassing sourcing, screening, Shortlisting, Selection, Negotiation and appointment, JD evaluation etc.
* Strategizing sourcing for meeting the target hire numbers by efficient and consistent pipelining through hiring portals like LinkedIn Recruiter, Naukri and internal hiring mechanisms.
* Conducting Behavioral based interviews to qualify candidates on various professional traits and capturing the detailed feedback on the Score-form.
* Stakeholder management by conducting weekly meetings to discuss current and projected candidate pipeline and offer updates. Problem solve the challenges faced in hiring by educating the hiring managers peer group comparison, competitor/industry talent mapping.
* End to End Offer Management for internal and external candidates through offer negotiation and generating offer letters. Ensuring smooth transition from offer to joining.
* Hiring dashboard presentation in weekly/monthly/quarterly meetings with the US business leaders to provide requisition level update by regularly maintaining ATS. Strict adherence to the processes and policies of the organization.

**TA - Sr.Recruiter – SBI Card (March 2018 – August 2019)**

* Work closely with the business on hiring numbers, recruitment plan, sourcing, and assessment Interviews and compensation fitment.
* Handled end to end recruitment cycle – middle level and senior level within stipulated timelines.
* Salary negotiations, managing webex interview, telephonic interviews, and vendor management.
* Networking with various business heads, senior managers for closures.
* Meet required statutory compliances on an ongoing basis.
* Tracking efficiency by constant interaction with recruitment vendors and initiating cost effective methods of recruitment.

**Talent acquisition – Sr.Specialist Recruiter Sutherland Global Services** –(April 2017

* March 2018 )
* End to end recruitment: Sourcing, Staffing, and on boarding candidates.
* Screening: Short listing candidates sourced through portals (Naukri, Monster, Times jobs, LinkedIn and Lead generation) and validating them on their experience and interest on the role.
* HR Round of Interview: Conducting HR round for the selected candidates and negotiating pay compensation in accordance with the company standards.
* MIS: Preparing reports on the no. of closure, internal movements, and offer declined numbers to ensure the flow of work to reach the aspired rates. Sending weekly reports based on these inputs.
* Background Verification: Carrying our background verification for the employees as per the company policy, on education, experience, etc.
* Monthly and quarterly headcount and hiring report.
* Handling the entire division of employee referrals- Chennai
* Managing a team of 3 to ensure smooth functioning of the department
* Bringing about strategies to generate more referrals.
* Employee Referral – Creating a visibility about the employee referral schemes and motivates the employees to participate in the scheme and which would in turn help the HR team to achieve the numbers against the targets.
* Being part of team goal setting activity
* Being responsible for end-to-end recruitment life cycle
* Being part of client escalation management team
* Participating in client calls along with Core clients and also providing suggestions for business improvement based on the business needs.
* Meeting client requirements and ensuring on time delivery of quality prospects.
* Addressing the induction and giving presentations to new joiners in terms of policies and procedures.
* Had been a part of establishing another site for the company at Coimbatore including formulating hiring strategies, policies and principles.
* Have been conducted Campus interviews at various venues and have ensured maximum conversion rates
* Have been supervised Job fairs in various venues - Hyderabad, Mumbai and south regional areas.
* Have worked as the core point of contact in terms of establishing the branch, its policies, hiring staffs for the branch and also in formulating the work patterns.
* Pre-recruitment strategic planning- Forecasting, planning, execution and deliverables.

**HR Recruiter-Valde Tech India Pvt Ltd** (Nov 2013 – Jan 2016)

HR Head with extensive experience of 2 years in, Talent Acquisition, Social Recruiting, Handling ITES, IT, Finance, Marketing requirements for leading MNC clients.

* Cold calling companies to Candidates
* Getting vacancy details from Clients
* Keeping the tracker of schedules
* Handling documentation process of the candidates
* Processing pay slips of the candidates to clients and negotiating CTC with candidates according to client expectation
* Matching candidates to jobs to build a pool of potential applicants
* Screening and short listing candidates for employers to interview
* Building relationships with employers and job seekers
* Meeting targets for vacancies filled and people placed
* Keeping records.
* Handling a team of 10 HR Recruiters.
* Reported directly to Account Manager & Director.

**Clients Handled**

Infosys, GE Capitals, IV Support Technology, Kotak Mahindra Bank, Concentrix, Franklin Templeton.

**Process Handled:**

Java Developer, Automation Testing, Tech support & Customer Support Executive, Collection process, Dialer management, Fraud management

**Educational Qualifications**

* Master of Business Administration – Francis Xavier Engineering College (2011- 2013)- 74%
* Bsc Computer Science – Bishop Heber College – Trichy (2008 -2011) - 71%
* HSC – Nadar higher Secondary School (2008) - 71%
* SSLC- Nadar higher Secondary School (2011)- 77%

**Other activities, Interests and achievements.**

* Awarded as Star sourcer of the Month on exceeding the given matrix. Subsequently, I won it again for the next quarter.
* Have been recognized for leadership award and entrepreneurial spirit
* Recognized for “Client” award for hiring 3000 potential hires in a stipulated period.

**Place:** Chennai

**Date: (Demetrius Abu)**