**RESUME**

**KUSUM LATA SETHY**

1st Floor

Building-5/10, Shivaji Nagar

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**Talent recruitment and acquisition professional** with experience developing and executing recruiting plans within both agency and in-house settings. Manage all phases of full-cycle recruiting, from initial sourcing and screening through offer negotiations, placement and onboarding. Creatively source high-caliber candidates by leveraging recruiting software, social media, cold calling and employee referrals.

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| --- | --- | --- |
| * *Talent Assessment & Acquisition* * *Candidate Sourcing & Screening* | * *Executive Recruiting* * *High-Volume Staffing* * *Offer Negotiations* | * *Placement & Onboarding* * *Client Relationship Management* |

**Recruitment Skills**

**Professional Experience**

* Currently associated with **Cooper Lybranth Consultancy services Pvt. Ltd, Gurgaon** from May 2018 to till date as an **Executive-Talent Acquisition.**

Copper Lybranth Consultancy services Pvt Ltd**:-** It is specialized for engineering sectors like **Automotive, Power, Chemical, Aerospace, Tooling, R& D Centre, FMCG, etc.**

**For automotive sector, we are hiring for OEMs and Tier 1 Company.**

**Key Account Manager**:-

1. **Can Pack India Pvt ltd**: - It’s a leading manufacturer in the beverage packaging industry in Central and Eastern Europe, and constantly strengthens its market position in Western Europe, Asia and Africa.  
   They are into two division:-Aluminum Cans and Glass bottles and directly suppliers to Carlsberg’s, Coca Cola, Pepsi and Spirits, etc.
2. **NHK Spring India Ltd**: It’s an Japanese MNC and manufacturer of Automotive Suspension Components for passenger Cars and commercial vehicles.
3. **Neel Auto Pvt Ltd (JBM Group of Company)**:- It’s a leading automotive company and manufactures and supplies automotive components for two-wheelers. It offers sheet metal components such as fuel tanks, frames and chassis parts for two-wheeler manufacturers. The company deals in automotive parts and motorcycle parts.

Major Customer are: - Hero, Honda, Suzuki, TVS and Hero MotoCorp, etc.

JOB RESPONSIBITIES:

Handling automotive and FMCG clients, based on clients requirement:-

1. End to end recruitment: Sourcing, Staffing, scoping, and on boarding candidates.
2. Screening: short listing candidates sourced through **Naukri portal** and validating them on their experience and interest on the role.
3. Hiring: Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job description.
4. Staffing: Preparing Requisition gathering template and sending it to corresponding sourcing lead to initiate the sourcing. Short listing the profiles sourced and sending it to the respective hiring managers.
5. HR Round: Conducting HR round for the selected candidates.
6. MIS: Preparing reports on the no. of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly and Monthly hiring report and doing yearly, monthly and weekly planning sheet.
7. Conducting routine follow-up with joined candidate to ensure satisfaction of job.
8. Providing internal training to new joinees.

* Worked in **Iplace staffing solution** as an **HR Executive, Gurgaon** from **November 2017 to May 2018.**
* End to end recruitment: Sourcing, Staffing, scoping, and on boarding candidates.
* Screening: short listing candidates sourced through portal (Naukri, Times jobs and Monster) and validating them on their experience and interest on the role.
* Hiring: Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job description.
* Staffing: Preparing Requisition gathering template and sending it to corresponding sourcing lead to initiate the sourcing. Short listing the profiles sourced and sending it to the respective hiring managers.
* Conducting routine follow-up with joined candidate to ensure satisfaction of job.

**Achievements:**  
\*Awarded as Star Performer of the Month in Iplace Staffing Solution.

\*Awarded as Star Performer in Cooper Lybranth Consultancy Services PVT LTD.

**Educational qualification:**

* Master degree in Commerce in 2014 from IGNOU.
* Bachelor degree in Commerce in 2012 from BJB Autonomous collage.
* Intermediate in Commerce from k.v.no.-2 CRPF Bhubaneswar in 2009.
* Matriculation from K.V No.-2 CRPF Bhubaneswar in 2007.

**Computer skills:**

* ERP(Hirecraft)
* Tally 9.0
* PGDCA (MS Word, MS Excel, MS PowerPoint and Multimedia).

**Strengths:**

* Delivering work within stringent deadlines
* Good communication skills.
* Ready to take responsibility.
* Quick learner and good interpersonal skills.

**Other Personal Information:**

* **Date of Birth-** 06-09-1990
* **Nationality-** Indian
* **Sex-**Female
* **Marital Status-** Separated
* **Language known-**English, Hindi, Odia
* **Hobbies-** Cooking and listening music

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Date- Mrs. Kusum lata sethy

Place- Gurgoan (Applicant)