**Srihil.B**

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**Professional Summary**

* Technical Recruiter with practical understanding of E2E recruitment with 4+ Years of experience
* which includes End to End Recruitment, Leadership Hiring, Stakeholder Management, Team
* handling, Vendor management, Employee Relations and Engagement.
* Proficient in all HR Skills including Recruitment handling, Appraisal Process, T & D, Leave allocations & Policies and selection process.
* Dynamic and result-oriented individual with technical recruiting experience, focused in the placement of Software Engineers, Architects/Developers/Administrators/Consultants, System/Security Engineers, Web Developers, Quality Assurance/Test Engineers, Technical Program/Project Managers, Development Managers.
* Possess strong technical/business acumen and understanding of technical requirements; deep sourcing skills and experience sourcing passive candidates; excellent candidate assessment skills.
* Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
* A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills.
* Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity.
* Self-motivated professional who achieves results and has superior ability to coordinate and perform several projects simultaneously.

**Education**

* S.S.C from Seetha Kingston Hr Sec School-Chennai passed out with 79% in the year 2009
* HSC from Seetha Kingston Hr Sec School-Chennai passed out with 77.4% in the year 2011.
* B.E (ECE) from PB College of Engineerin the year 2015.

**Achievements**

**As A Recruiter**

* “Performance of the Quarter thrice in a row JAS-2018 ,OND-2018, JFM-2019

**As A Team Lead**

* Best Team Lead Award – AMJ -2019 & JAS-2019
* “Maximum joiners” Award in a Single Month – 20 Joiners – June 2019(Team of 7 Recruiters)
* achieved 150% of the target in 2 Consecutive Months.

**Professional Summary**

**Niyama Consulting**

**Role: Delivery Lead/Lead Specialist (June 2018 – Till date)**

**Major Clients Handled**: Tech Mahindra, Altran India(Aricent), KPIT, Rapyder, Inspirage, HCL, VP , Happiest Minds, Sword, Zaigo Infotech.

* As A Delivery Lead- (Jan 2020 – Till Date)
* SPOC (Single Point of Contact) for major corporate clients.
* Recruiting and hiring candidates for contract, contract-to-hire and permanent placements for all IT positions for multiple client companies.
* Manage the entire recruiting process, including intake sessions, drafting and posting jobs, proactive sourcing, pre-screening, candidate assessment, soliciting feedback, communication to candidates, closing and offer acceptance.
* Handling 2 team Leads with 12 Recruiters and responsible for their performance.
* Assigning requirements, getting the targeted submissions out of the team, facilitating team by solving escalations.
* Induction & Training for new joiners and existing employees.
* Efficient in using MS Office and MS Excel tools and generating reports and maintaining database on weekly/monthly basis.

**As A Team Lead (April 2019 – Dec 2019)**

Clients Handled – KPIT, Altran India, HCL, Inspirage, Sword, Happiest Minds.

SPOC (Single Point of Contact) for major corporate clients.

* Handled a team of 7 Recruiters and responsible for their performance.
* Assigning requirements, getting the targeted submissions out of the team, facilitating team by
* solving escalations.
* Manage the entire recruiting process, including intake sessions, drafting and posting jobs, proactive  sourcing, pre-screening, candidate assessment, soliciting feedback, communication to candidates,  closing and offer acceptance.
* Identified, qualified, and closed candidates through the use of the Internet sites, senior technical resume database, and referrals.
* Negotiated salaries, checked references, presented verbal offers of employment to selected candidates and completed necessary paperwork after hire.
* Taking care of the TAT time , Quaility of the profiles submitted to clients,

**As A Senior Recruitruitment Associate (June 2018 – Mar 2019)**

* Sourcing and Screening active & passive candidates
* Understanding requirement in terms of job specification and description.
* Developed and implemented effective recruiting strategies in order to attract, screen, recruit, and select high quality candidates.
* Clearly communicated all aspects of the offer including salary, benefits, bonuses, relocating, etc.
* Determined the needs of the hiring managers.
* Understand technology and technical capabilities & evaluate candidates technical skills
* Experienced in Volume/Mass Hiring
* Vendor management through daily calls with vendor partners, creating reports on the number of profiles to be sourced by vendors on various project requirements
* Managing conversion reports of vendors and providing consolidate of skills to work on daily basis

**Creative Hands HR - Chennai**

**HR Executive-Recruitment (Feb 2016 – April 2018)**

* Sourcing and Screening active & passive candidates
* Understanding requirement in terms of job specification and description.
* Understand technology and technical capabilities & evaluate candidates technical skills
* Experienced in Volume/Mass Hiring
* Vendor management through daily calls with vendor partners, creating reports on the number of profiles to be sourced by vendors on various project requirements
* Managing conversion reports of vendors and providing consolidate of skills to work on daily basis

**Additional HR Employment Responsibilities**

* Managing the facilitation and co-ordination of HR unit workforce strategies and operations.
* Represent the business unit for institutional changes or impacts to the unit, i.e., technology, HR/Payroll, contract, regulations or policies/procedures, etc.
* Arranging interviews and selecting the right candidates for different business units.
* Complete involvement in negotiations on T&C of employment and conducting induction to the employees.
* Involved in formulation of collective enterprise agreements and employment contracts.
* Assure compliance with affirmative action and safety programs.
* Ensure ongoing operational and strategic communication occurs for unit HR Staff.
* Maintain partnerships with central HR Functions such as compensation, recruiting, payroll, Organizational Effectiveness, etc. and timekeeping.
* Builds, Maintain and develop the relationship with managers and employees.
* Single point of contact for the management.
* Drives employee and performance agenda.
* Engages employees and manages the change management process.
* Involved in recruitment process and deployed employees for different skills.
* Involved in all payroll activities, performance appraisals for employees.
* Maintain Good Relation with all end customers in which organization is being handled.

**Professional Strength**

* Have high grasping ability through project experience, observation and training process.
* Hardworking and dedicated worker, believe in team spirit be it in leading or in participation.
* Knack of Planning, which has enabled me to systematically meet simultaneous deadlines, without being overwhelmed.
* Efficient in communicating my thoughts and planning to team mates and superiors, thereby progressing towards unified goals.

**Major Technologies Handled (**Recruitment**Skills)**

* ERP Technologies
* Oracle All Applications.
* Microsoft Technologies
* Java/J2EE Concepts.
* QA
* Mainframes
* Embedded Concepts
* Automobile Concepts
* Semiconductors