**CURRICULAM VITAE**



**ASHWINI.M**

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**OBJECTIVE**

Looking for a challenging career which demands the best of my professional ability in terms of technical and analytical skills, and helps in broadening and enhancing my current skill and knowledge.

**WORK SUMMARY**

**HR RECRUITER : INDUS NOVATEUR SOFTECH (P) LTD**

July 2019 – Present

* Experience in IT and ITES and SAP Recruitment.
* Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Team Handling, Reporting, Vendor Management, Sourcing, Interviewing , Campus Recruitment , Client Handling, Salary Negotiation , Executive Hiring, Contract Recruitment, Team Management.
* Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job sending it to the respective hiring managers.
* Conducting HR round for the selected candidates and negotiating salaries on company standards.
* Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates.
* Background Verification was carried out for the employees as per the policy, education, experience.

**HR RECRUITER : EVOLET TECHNOLOGIES**

June 2018 – July 2019

**IT Recruiter**

Designing and updating job descriptions

* Sourcing potential candidates from various online channels
* Crafting recruiting emails to attract passive candidates
* Interview Conducting and cordination
* Screen incoming resumes and application forms
* Interview candidates (via phone, video and in-person)
* Prepare and distribute assignments and numerical, language and logical reasoning tests
* Advertise job openings on company’s careers page, social media, job boards and internally
* Provide shortlists of qualified candidates to hiring managers
* Send job offer emails and answer queries about compensation and benefits
* Monitorkey HR metrics, including time-to-fill,time-to-hire and source of hire
* Participate in job fairs and host in-house recruitment events
* Collaborate with managers to identify future hiring needs
* Act as a consultant to new hires and help them onboard

**HR EXECUTIVE : AJN GROUP**

February 2017- June 2018

**RESPONSIBILITIES:**

* Building productive, collaborative relationships with employees.
* Assisting with employee relations.
* Reviewing resumes and applications sent in by job applicants.
* Maintaining employee files and the HR filing system.
* Advising employees and helping them make informed decisions about their careers.
* Conducting pre-employment background checks on prospective employees.
* Helping employees with benefit issues.
* Examining employee records to answer inquiries and provide information to authorized persons.
* Scheduling interviews for job applicants.
* Preparing identification cards for staff.
* Assembling new hire information packs.
* Reviewing staff monthly vacation reports.
* Responding to applicants regarding job openings.
* Planning and coordination HR presentations and training sessions.
* Preparing job postings for vacancies.
* Welcoming new employees and arranging induction programs for them.

**KEY SKILLS AND COMPETENCIES**

**Administrative**

* Knowledge of human resources policies, rules and regulations.
* Maintaining confidentiality regarding Human Resources related issues.
* Ability to interface effectively with all levels of staff.
* Ability to prepare and maintain accurate records.
* Creating and updating personnel, payroll and accounting information in excel.
* Writing reports, business correspondence, and procedure manuals.

**HR RECRUITER:TRIO-T BUSINESS SOLUTIONS**

January 2016– February 2017.

**ROLES & RESPONSIBILITIES:**

* Manage the complete recruitment cycle for sourcing the best talents at multiple levels from diverse sources.
* Understanding the requirement and search for the right candidate as per the requirements.
* Taking preliminary interviews & schedules the interview with the clients.
* Arranging and co-ordinating the interviews & following up for the feedback.
* Maintain the database for future reference.
* Arrangement of interview with concerned company & closure.

**PERSONAL DETAILS**

 **Spouse’s Name :**.Sathish kumar

 **Date of Birth :** 06/12/1992

I hereby declare that all the information furnished above are true to my knowledge.

Ashwini.M