# Triveni D

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* **5+** **years of relevant Industry Experienced Professional** by commended performance and proven results.
* Expertise in the areas of **Sourcing, Head Hunting**, Client Handling, Salary Negotiation, **Executive Hiring**, Contract Recruitment, Team Management, **Training coordination & relevant operations.**
* Proficient in recruiting candidates for all levels **Junior Level (FOS) to Senior Level (AVP).**
* Possess excellent communication and interpersonal skills.

**KEY SKILLS**

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| * Sourcing
* Executive Hiring
 | * Head Hunting
* Training Coordination
 | * Niche skill hiring
* Operations
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**Professional Experience**

**Zen3 Infosolutions**

*Product firm*

**Specialist TAG,** Jan 2019 – Till Date

***Key Responsibilities:***

* **Working as a technical recruiter and actively involved in end to end recruitment process.**
* **Involved in handling Adobe, Oracle & certain SPOC’s from Tech Mahindra.**
* **Core competency is with Sourcing profiles** from various Job portals & Social Media platforms like Naukri, Monster, LinkedIn, Indeed etc.
* Screening resumes based on education, professional experience, and their fitment with requirements for the positions and technically short-listing candidates.
* Maintaining rapport with candidate for pre and post joining follow ups.
* Committed to the assigned targets as per the organization policy.

**Edureka**

***Training firm***

**Sr. Associate – Talent Acquisition,** Oct 2017 – Oct 2018

***Key Responsibilities:***

* Worked as an **Individual Contributor** for the **sourcing trainers**.
* Taking care of Instructors management for corporate sales team.
* Worked closely with Corporate Sales Team to understand and cater their requests.
* Conducting Demos for all the prescreened profiles and choosing the best one for the training delivery.
* **Commercial negotiations & Onboarding the shortlisted instructors.**
* **Taken care of training venues, instructors’ accommodation, and travel, collecting feedbacks of conducted trainings.**
* Keeping up to date with the emerging technologies in market.

**BLAS CONNECT IT Services**

**BLAS Pro IT Services**

*Permanent and Contract staffing firm.*

**Sr. IT Recruiter,** Dec 2014 to Aug 2017

***Key Responsibilities:***

* Worked as an Acting Team Lead with a team of 4 members.
* **Responsible for client handling**.
* Actively involved in complete Recruitment Life Cycle.
* Getting the requirements from Account Managers.
* **Sourcing profiles** from various Job portals like Naukri, Monster, LinkedIn etc.
* Screening resumes based on education, professional experience and their fitment with requirements for the positions and technically short-listing candidates.
* Maintain good rapport with candidates.
* Maintaining active job seekers and building internal database.
* Scheduling Interviews and getting feedback and updates on the submissions.
* Ensuring positions are closed within mentioned TAT
* Helping & guiding the team to achieve objectives and keep them motivated.
* Worked closely on (Permanent and contractual hiring) requirements from clients.
* Develop, evolve and maintain effective relationships with candidates
* Training the team members on technology and recruitments.
* Screening candidate’s profiles sent by recruiters before it gets submitted to client.

**Clients:**

**Oracle, Adobe, Pwc, Wipro, Vodafone Shared Services,** SAP Labs, **Ciber,** **Symphony Summit,** Experis IT, Tetrasoft, Technosoft, Launchship Technologies, Megasoft, iSteer Technolgies, **LM Wind Power, Innoviti Solutions**, MSwipe, Technologies, Bijlipay, Stovekraft, Intelliswift, StratApps, Mavenir, Onmobile Global Solutions, Emids Technologies etc.

**Skills Handled:**

* **Adobe Technologies (AEM Dev, AEM Testing, Adobe Forms, Campaign Developer), Analytics, Digital marketing analytics,** Java, .Net, Angular JS, Node JS, MEAN Stack, MERN Stack, Front end Technologies, **Network Security,** Delivery Manager, Cloud Platforms, Solaris, Oracle, Teradata, Informatica, Tableau, Tibco, Sales, Siebel, Virtualization, Testing, SAP etc.
* **Executive Hiring on AVP Sales, Enterprise Architects, IT Infrastructure, Manager & Sr. Manager – Analytics.**

**Educational Qualification**

**MSc in Biotechnology**, 2009

**Personal Details**

* Date of Birth: 10th July 1987
* Languages known: English, Hindi, Telugu