

Sathya Malathy B

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CAREER OBJECTIVE

To work in a dynamic business environment where in I can supplement knowledge and gain some practical experience so as to make a meaningful contribution to organization which can provide wide ranging exposure.

Working Experience

1. Name of the Organization: EzyAct Solutions

Designation: Recruitment Lead

Duration: March 2023 to Present

Key Role and Responsibilities:-

- Handling a team of 4 to 5 Peoples.
- Supervising end-to-end recruitment process and coordinating recruitment process.
(Sourcing & Identify, Pre-qualify & Assessment, Applicant Tracking, Hire & On boarding) for Clients.
- Experience in sourcing through different portals (**Naukri, Monster, Shine and LinkedIn**).
 - Collaborating with hiring managers to determine staffing needs and develop job descriptions.
 - Creating and posting job advertisements on various job boards and social media platforms.
 - Screening resumes and conducting initial phone and video interviews to evaluate candidates' qualifications.
 - Coordinating and scheduling interviews with hiring managers and other team members.
 - Managing the applicant tracking system and ensuring candidate data is updated and accurate.
 - Conducting background checks and reference checks on selected candidates.
 - Negotiating offers and managing the hiring process for selected candidates.

Major Clients Worked For:

Infosys, TCS, L&T, AWS Solutions, Lacara Intercorp solution, Avineon, Satven, IDC Technologies, Convergent technologies and Many more.

Technologies Worked:

- Java technologies - Core Java, Spring boot, Micro Services
- .Net - Asp.net, Ado.net
- Php - Laravel, codeIgnitor and core PHP
- Front End Technologies-ReactJS, AngularJS, JavaScript, HTML, CSS
- SDET - Automation/Manual Testing , API testing.
- Mobile applications development- Android, Kotlin
- MS Technologies - ASP.Net, C#, .Net.
- Data Scientist, Devops Engineer, Visual Designer, Go Lang, ETL Engineer.
- Oracle PLSQL Developer, Database Administrator.
- Kafka and Infra Developer
- SAP Abap, SAP SD, SAP FICO, SAP MM WM.

2.Name of the Organization: Accumenta Consulting

Designation: IT Recruiter

Duration : October 2021 to March 2023

Key Role and Responsibilities:- .

- Sourcing talents through Job portals (Naukri , Monster, Shine and LinkedIn). Understanding the requirements and sourcing the relevant profiles through portals (posting, mass mailing), references and network.
- Scrutinizing, Pre-screening, Screening, short listing candidates profile as per the requirement, scheduling, coordinating interviews between the candidates and technical panels.
- Direct interactions with hiring managers to understand assigned requirements.
- Handling weekly drives and Preparing and maintaining daily and weekly Reports.
- Referring internal database, Employee referrals, etc
- Negotiating the salary. Frequent follow up with candidates until they join the organization and building good relationship.
- Presenting fully screened qualified candidates to hiring managers in timely manner.
- Coordinating with Top Management / Technical Panel for Interviews.

3.Company: Prokarma softech Private Ltd

Duration : **January 2017 To February 2020**

Roles and Responsibilities:

Worked as a Dotnet Developer for 3 years

Technologies worked - ASP.Net, C#, .Net.,sql , ReactJS, AngularJS, JavaScript, HTML, CSS

EDUCATIONAL QUALIFICATION: -

Degree	Institute/University	Year	Percentage
MBA (HR)	Loyola College	2017	72%
B.Tech	SriRam Engineering College	2015	72%
H.S.C	Kaligi Ranganathan Montford Matriculation Higher Secondary School	2011	90%
S.S.C	Kaligi Ranganathan Montford Matriculation Higher Secondary School	2009	90%

Personal Details:-

Date of Birth: - 20/06/1993

Marital Status: - Married **Languages**

Known : - English, Tamil

Recommendations:

I hereby declare that the information given above is true to the best of my knowledge & belief.

Sathya Malathy B