

**SEMPAKAM E
IT RECRUITER
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Professional Summary:

Certified HR professional and IT Recruiter with over 1+year of experience in managing full cycle recruitment and HR Operation Executive. Adept at sourcing, screening, HR administration, and applicant tracking systems (ATS). Looking to contribute my expertise in talent acquisition and human resources to a dynamic team, enhancing operational efficiency and supporting strategic hiring goals.

EDUCATIONAL QUALIFICATION:

- ❖ Bachelor of Business Administration, SSNC (Periyar University)-2019
- ❖ Master of Business Administration(HR & Finance), TKEC (Anna University)-2022

Professional HR Certification Course:

Web Tech Software Solution, Bangalore

(June 2023 – July 2023)

- Recruitment End to End Process
- Sourcing the candidates from various portal(Naukri, indeed, Monster, Linked in etc.)
- HR Generalist, On-boarding the new candidates and HR End to End works
- Attendance and Leave Policy, Payroll, PF, ESI and Exit Formalities.

PROFESSIONAL EXPERIENCE:

Web Tech Software Solution, Bangalore

(July 2023 – July 2024)

Role: IT Technical Recruiter

Responsibilities: -

- Thoroughly reviewed job descriptions to understand required skills and qualifications.
- Sourced candidates on a contract basis using Naukri, Monster, and Linked In.
- Developed and posted job descriptions on various job boards and social media platforms and (ATS)
- CV analysis screening setup interview arrangement and ensure candidates.
- Sent job descriptions to potential candidates via Gmail.
- Collected updated resumes and conducted initial screenings to assess skill alignment.
- Screened candidates to ensure they met the job requirements and had the necessary skills.
- Created and formatted resume templates to standardize submissions.
- Verified ID proof and BGV, Negotiated and confirmed salary packages with candidates.
- Submitted candidate profiles to Mail conversation to specific client requirements.
- Scheduled interviews between candidates & hiring managers.& Updating interview result.
- Received and communicated feedback from clients to candidates

- Once selected the candidates next a document collection after the offer release.
- Once manager release the offer letter after following joining the candidates.
- Maintained ongoing communication with candidates throughout the recruitment process, And recruitment analysis. And maintain the Excel Document.

TECHNICAL SKILLS:

- Following strict time management.
- Working Knowledge of Microsoft Office Applications, and HTML
- Advance excel (Shortcut keys, Conditional Formatting, Data Validation, VLOOKUP and HLOOKUP formulas etc.
- Quick learning and adaptable the any work in environment
- Honestly communication, conflict management, leadership, Listening, negotiation, positive Attitude, Teamwork, Body language.
- Deduction towards work and problem solving and Decision making.

HR INTERNSHIP:

Uniq technologies Pvt Ltd, Chennai

(Feb 2022 – April 2022)

Responsibilities: -

- Handling in HR IT technical recruitment,
- Sourced candidates through Naukri and employee referrals.
- Developed and posted job descriptions to attract qualified candidates.
- Scheduled interviews between candidates and hiring managers.
- Managed interview logistics, including meeting room bookings and interview reminders. Collected interview feedback from hiring managers.
- Followed up with candidates regarding their interview status and next steps.
- Coordinated background verification processes for shortlisted candidates.
- Prepared and released offer letters to successful candidates.
- Negotiated and confirmed salary packages with candidates.

HR PROFESSIONAL TRAINING EXPERIENCE:

Apollo Speciality Hospital, Madurai

(Dec 2022 – June 2023)

Responsibilities: -

- ❖ Recruitment End to End Process.
- ❖ Sourced candidates through Naukri and employee referrals.
- ❖ Facilitated on-boarding of new hires.
- ❖ Maintaining the employee data management.
- ❖ Employee relation and Employee engagement activities.
- ❖ Managed day-to-day HR activities. HR on wheels, Appraisals & Company policy.
- ❖ Attendance and Leave Policy. Payroll, PF, ESI
- ❖ Employee exit formalities

Date:
Place:

Regards
E.Senpakam