

**Kavitha T**  
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## **Professional Summary**

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To pursue a challenging career and to be a part of progressive organization that gives me scope to enhance my knowledge, skills and reach the pinnacle in the given working field with determination, dedication and hard work Dedicated Technical Talent Acquisition Specialist successful at managing full recruitment life cycle. Develops and implements customized strategies to meet specific position requirements and source qualified candidates. Offering more than 7 years of Technical recruitment strategy.

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## **Summary of skills and experience**

- 7+ years of working experience in IT recruitment Domestic
- 1+ years' Experience into US IT recruitment.
- Significant experience in clients/candidate handling
- Expertise in reports preparation for the top management
- Stakeholder Management
- Data-driven decision-making.
- Employee Referral Programs
- Workforce Planning
- Diversity and Inclusion Initiatives

## Work History

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**Upgrad Rekrut Senior Talent Acquisition \_ Chennai \_Remote** (July 2021 - Feb 2024)

**SGC IT Solution Senior Recruitment Executive \_Hyderabad** (June 2016 – July 2020)

**Ardentisys \_Talent Acquisition Mumbai** (Feb 2016 - June 2016)

**Braintree HR Consulting Pvt Ltd \_Senior IT Recruiter\_ Bangalore** (Mar 2014 – Jan 2016)

**Xmplarie IT Consulting Pvt Ltd \_HR Executive \_Bangalore** (Oct 2012 to Oct 2013)

## Experience

- ❖ Team Handling
- ❖ In-depth knowledge of the BFSI industry, (IT) services and consulting company including key players, market trends, and regulatory requirements.
- ❖ Strong networking and relationship-building skills with the ability to engage and attract top talent.
- ❖ Excellent communication and interpersonal skills, with the ability to interact effectively with candidates and internal stakeholders.
- ❖ Solid understanding of recruitment best practices, including sourcing techniques, candidate assessment methods, and employment laws.
- ❖ Proficiency in using applicant tracking systems (ATS) and other recruitment tools.
- ❖ Ability to work independently with minimal supervision and manage multiple priorities effectively.
- ❖ Arranging the candidate for clients interview as per venue
- ❖ Receiving and reviewing applications, managing interviews and short-listing candidates;
- ❖ Conducting Telephonic interviews and scheduling Face to Face interviews.
- ❖ Briefing the candidate about the responsibilities, salary and benefits of his proposed job.
- ❖ Arranging the candidate for client's interview as per venue.
- ❖ Background checking of the applicant before offering offer letter.
- ❖ Informing candidates about the results of their interviews.
- ❖ Negotiating pay and salary rates and finalizing arrangements between client and candidates.

- ❖ Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programmers.
- ❖ Managing Relationship with candidate till valid time

### Technologies Worked on:-

**Web Technologies:** Java, J2EE, Enterprise Java Beans (EJB), AJAX, jQuery, Servlets, JSP, JDBC, & XML, Socket Programming, Multithreading, Spring, Hibernate, Struts, JBOSS, JavaScript, JSF, SOAP, Web Services, SOA

**Web App Server:** JBoss Application Server, JRun, Tomcat Web Server, Web Logic, WebSphere, Oracle Application Server, ATG Dynamo Server, Web methods, X Server

**Microsoft Technologies:** ASP. NET, C#, Agile, Object-oriented programming, WPF and WCF, ADO.net, AJAX, JQuery, Design patterns, SSRS, Web services, TFS, Test Driven development, Crystal Reports, C/C++, VC++, MFC, COM, DCOM

**Operating System:** Android, UNIX, HP-UX, IBM AIX, Linux, Windows, AIX

**Database :** Teradata, Oracle PL/SQL, SQL, Sybase., SQL Server, DB2

**Web Design Technologies:** Photoshop, Flash, HTML, CSS

**ERP :** SAP -ABAP, BW, BI, Basis, PS, XI, SAP EP, FICO, MM, SD, WM, EWM, PP, ABAP-HR, PeopleSoft, BODS, BO, MDM, MDG, SCM, SRM, ABAP+TM, GRC, CRM, CS, HR, PM, SAP BE (Business Explorer), BPC

**Software Testing:** Manual Testing, Automation Testing (QTP, Winrunner, Selenium, Silk Test) Loadrunner, Test Director, Performance Testing, ETL Testing, White box testing, Black Box testing, Guidewire Testing,

## EDUCATION

**Master of Business Administration (HR / Finance) (2011)**

**INFO Institute of Engineering, Coimbatore, Tamilnadu**

Percentage: 80%.

**Bachelor of commerce (Computer Application) (2008)**

**LRG Government Arts College for women, Tirupur, Tamilnadu**

Percentage: 65%.

**Higher Secondary (State Board), 2005**

**S.L.N.M.hr Sec School, Tamilnadu**

Percentage: 72%

## Reference

Will be available on request.