

RAJA RAJAN

Client Engagement & Senior Recruiter

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No. 42, Sri Kamakshiamman Nagar,

Srinivasapuram, Paraniputhur,

Chennai - 600122

PROFESSIONAL SUMMARY

Experienced in IT end-to-end recruitment across every stage of the life cycle, including sourcing, screening, shortlisting, scheduling, interviewing, and delivery.

Skilled in finding and hiring through various sources such as head hunters, recruitment agencies, and consultants to manage employee recruitments for US/Canada clients and direct clients depending on the assigned budget. Experienced with Microsoft Excel for database administration, report preparation, data validation, and duplicate repair.

EDUCATION

Vel Tech Polytechnic College

Diploma in Mechanical Engineering (DOTE) 2013

Alpha College Of Engineering

Bachelor of Mechanical Engineering (ANNA UNIVERSITY) 2014 - 2017

CORE SKILLS

- Full-cycle Recruitment
 - Global Talent Acquisition
 - Interview coordination
 - Applicant tracking system
 - Job posting
 - Client Engagement & Account Management
 - Job Boards: LinkedIn, Dice, Monster, CareerBuilder
 - Candidate Screening & Onboarding
 - Salary Negotiation & Work Authorizations
 - Recruitment Strategy Planning
 - Quality Assurance & Calibration
 - Microsoft Excel & Database Management
 - Candidate sourcing
 - End-to-end recruitment
 - Client relationship management
 - Salary negotiation
 - Applicant tracking systems
 - Job postings
 - Talent acquisition
 - Boolean search techniques
 - Recruitment process improvement
 - Salary and benefits negotiations
 - LinkedIn sourcing
 - Boolean search
 - Recruitment
 - Full cycle recruiting
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WORK EXPERIENCE

Client Engagement & Senior Recruiter | Vsystems

Chennai |

Jun 2019 - Current

- Manage and strengthen client relationships while driving end-to-end recruitment for multiple domains.
- Source and recruit IT & Non-IT professionals for clients in banking, mutual funds, telecom, and consulting sectors.
- Utilize platforms such as LinkedIn, Monster, CareerBuilder, and Indeed to attract qualified candidates.
- Oversee the entire hiring cycle – from sourcing to onboarding – and collaborate with internal recruiters for candidate delivery.
- Coordinate interview scheduling, feedback tracking, and post-placement follow-ups.
- Provided training and mentorship to junior recruiters on best practices and processes.
- Created job postings on corporate website and other online platforms for maximum visibility.
- Leveraged applicant tracking systems (ATS) to streamline recruitment processes.
- Managed candidate activity within Applicant Tracking System (ATS).
- Negotiated salary and benefits packages with candidates.
- Conducted full-cycle recruitment for diverse client roles in various industries.
- Regularly follow up with hiring managers and account managers regarding candidates' interview selection/times/feedback and progress after placing the candidates.
- Involved in full cycle recruiting responsibility including preparation, sourcing, screening, selection, hiring, and on boarding

Abirami Metal Fabs Pvt Ltd – Chennai

Quality Control Technician / Quality Engineer | 2017 – 2019

- Conducted quality checks and ensured process adherence in metal fabrication.
- Assisted with calibration and inspection protocols to meet client requirements.

India Pistons Ltd – Chennai

Quality & Assembly Technician | 2013 – 2014

- Supported quality assurance efforts and assembly line operations.
- Performed routine quality checks and contributed to process improvements.