

JOHN FRANCIS J

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Around 7 years of Experience in IT and Non-IT Recruitment, Corporate Social Responsibility (CSR) Livelihood and Childhood projects, Placement Partnership Management, Employee mapping, Employee Sourcing, Workplace readiness / Soft skill Training, 5+ plus years of experience managing employee, performance tracking methods and Placement records. Reliable, knowledgeable, and highly organized team player with excellent communication skills, team building and relationship management full HR Generalist and operation.

Proven expertise in delivering customer service-oriented services within the HR functions. Accomplished taking projects from concept to launch. Extensive background delivering new policies & procedures with cross-organizational teams. Credited with a strong ability to identify trends and develop competitive plans & strategies for execution. Instrumental in streamlining and improving processes, enhancing productivity, and implementing solutions. Various areas of strength & speciality within the human resources functions.

- Manpower Planning & budgeting
- Performance Management -Employee Relations & Grievances
- Recruitment Solutions
- Hiring & Final Exit Process
- Job descriptions & analysis -Salary Structures & Scaling
- Workflows & Service Level agreement
- Learning development & training -Payroll Feeding
- Compensation & Benefits

TECHNICAL SKILLS

Recruitment: IT and Non-IT Recruitment end to end process
IT Skills: MS Office, Adobe, MATLAB, DCA, HRMS, SAP, PMS, CEIPAL, LMS, Sixerclass, MIS, HGS
Sourcing: All paid and free portals Dice, Monster, Naukri, Indeed, LinkedIn, Glassdoor
Calls: Minimum 50 + bandwidth of inbound and outbound calls
Connections: Local Community Leaders, College's, Industry's, NGO's, in and around Chennai
Communication: Work Proficiency in Oral and Writing
Other Skills: Design, Journal Papers, Typing

EDUCATION:

- Master of Business Administration in HRM, Madras University Distance Education, Chennai - 2021
- Bachelor's in Electrical and Electronics, Karunya University, Coimbatore – 2018

CERTIFICATION & AWARD:

- Certified IT/Non-IT Recruiter- Udemy
- Certified Human Resource Management- Nonprofit Ready
- Awarded as Best Life Changer of the FY Year 2018-2019 – Tech Mahindra Foundation

LANGUAGES:

Tamil – Native and bilingual Proficiency, **English** – Work Proficiency, **Telugu**- Understandable

PROFILE SUMMARY

- Senior IT Recruiter - Dec 2021-Till
 - Livelihood Officer - Job Placements - Aug 2021-Dec 2021
 - Placement Officer - June 2018- July 2021
- On Feb 27th, 2021, Hosted the Mega Job Fair At Vanagaram, Chennai with 50+ Leading Employers with 5000 Vacancy More than 4000+ Students Participated in the Event and got benefited.
- Sourced and placed nearly 1000+ Candidates in the past three years in various companies' job profiles.
- Organizing all facts of recruitment—including job descriptions, candidate sourcing/screening, needs analysis, candidate interviews, and negotiations to generate outstanding candidate placements and achieve corporate objectives.
- Establishing solid and trusting partnerships through exceptional relationship-building skills, utilizing solid interpersonal abilities to secure employer, candidate, and management trust

PROFESSIONAL EXPERIENCE

MUTHRA INDUSTRIES PRIVATE LIMITED, Guindy, Chennai
RIGHTTALENTS LLC
Senior IT Recruiter (Handling Team size of Four)

Dec 2021-Till

RightTalents is an IT Services Company and provide the staffing, consulting, and training services (www.righttalents.net)

HR Recruiter Role and Responsibilities:

- Managing End to end complete recruitment life-cycle process.
- Sourcing & identifying right candidates as per the requirement from management.
- Sourcing profiles through job portals like naukri, monster. Dice, LinkedIn
- Led a team of 4 recruiters, providing guidance, mentoring, and support to enhance their sourcing and hiring strategies.
- Coordinating on job posting advertisement in free classified website.
- Short listing & Sending interview call letter to the candidates.
- Coordinate with on campus interview for the candidates.
- Timesheet follow up, Handling Payment Process
- Communicating with the corporate office for preparing the offer letter and appointment letter for the selected candidates.

Role and Responsibilities:

- Successfully review job descriptions in to understand the needs of the hiring manager as well to ask questions that'll help you identify the right candidates. This is by far the most important skill a technical recruiter needs.
- Understand technology, technical roles and technical skills. Learn and evaluate your technical skills.
- Identify Sourcing and uncovering candidates.
- Two months of total experience in Recruiting and sales with, IT Staffing Companies.
- Involved in full cycle Recruitment involving sourcing, identifying, and interviewing, screening and placing personnel in quick turnaround time in contract, contract with hire and permanent positions.
- Having experience in performing needs analysis, requirements definition, consulting on sourcing strategies, recruiting, screening, scheduling interviews, reference checking, negotiating, making offers, creating contracts and closing candidates that can help actualize corporate missions etc.
- Get requirements from US IT staffing companies within all the locations across USA.
- Possess knowledge of sales and recruiting processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
- Effectively recruited candidates through Internet research, internal database, referrals, and other strategies.
- Understanding the client requirements, coordinating for short listing and screening including preliminary interview of the candidates

- Handled all the IT Technologies involving combination of complex skill sets and rare technologies.
- Extensive experience of Internet Recruiting for candidates and industry leads, pre-screening to quality potential candidates.
- Dealing with consultants on H1B, GC and CITIZEN, etc. Negotiating the rates on Contract, Contract to hire basis.
- Understanding the clients requirements, coordinating for short listing and screening including preliminary interview of the candidates.
- Responsible to understand and analyze the requirements in different domain categories.
- Coordinating, Scheduling & Conducting Interviews.
- Expertise in using job portals like Dice, Monster, Corp-Corp, Bench Folks, etc.
- Keeping Track of Responses & Short-listing Profiles.

Environment: Constant Contact, CEIPAL-ATS, Dice, TechFetch, CareerBuilder, Talent Ticker, LinkedIn, HRMS, LMS

MAGIC BUS INDIA FOUNDATION – BMW FOUNDATION, Chennai
Livelihood Officer - Job Placements, CSR Programs

Aug 2021 –Dec 2021

Magic Bus India Foundation is an international NGO works in multiple projects and funders the prestigious project among that is BMW Foundation First time Job Seekers project, supporting youth to get sustainable job and one year tracking. (www.magicbusindia.org)

CSR Role and Responsibilities:

- Connecting nearby Colleges to create batch
- Handling Domain specific training in retail sector and Softskill / Life Skill classes
- Placement Support
- Specialist in Women Development programs
- Students and Parents counselling
- Community Mobilization
- Post placement tracking
- Content writing and Success story writing
- Identifying real need candidates by field visit students house visit
- Organizing Job fair and Employers meet around the locality

Environment: Enguru, Wadhvani, Sixer Class -ATS, LMS, HRMS, HGS

Project: SEESHA , Vanagaram, Chennai

(June 2018 – July 2021)

Client: TECH MAHINDRA FOUNDATION

Placement Officer (HR Generalist / Non-IT Recruiter - CSR Program)

(Samiti For Education Environment Social And Health Action is an NGO works on community development & empowering under privilege community, Tech Mahindra foundation is the CSR funded for skill development we train under privilege unskilled & un-employed youth from community with 4 months domain specific training program with job placement support. (www.seesha.org)

CSR Role and Responsibilities:

Support in designing CSR activities, program planning, implementation, and monitoring and HR Operations.

- Working towards Holistic Development of community (identification of community, need analysis, proposal, budgeting, implementation & Development of projects for Youth and Children).
- Vocational Training Prog. (SMART–Skill for Market Training), Skilling & Placement of Youth including persons with disability.

- Students and Parents Counselling
- Connecting nearby Schools and Colleges to create batch
- Community Tuition Centres handlings, identifying slow learner children's from community and giving them special tuitions after school Hours.
- Focusing on programme management, fund management, NGOs partners management, performance management, reporting and MIS and internal & external relationship development with various partners & stakeholders
- Identifying new NGOs partners, facilitating proper assessment and complete Due Diligence for final selection to take up the NGOs as partner to implement TMF CSR activities
- Driving Employee Volunteering Programme in the corporate to involve and engage employees as volunteer in the CSR activities.
- Organizing social awareness campaigns within the campus to sensitize the employees on different social causes.

HR Generalist Role and Responsibilities:

- Handling joining formalities of new joiner employees and generating employees staff code, ID card and documentation of joining employee details.
- Giving briefing description new joiner employee on about company history, procedure and policies.
- Introduction of him / her to the team and supervisor or manager.
- Explaining the mode of communication.
- Issuing offer letter and employee ID card of new joiners.
- Update & Maintain the personnel files.
- Check salary fitments, salary negotiation, reference checks and issuing letter like (Offer letter, Appointment letter, Confirmation letter, Absenteeism letter, Termination letter, & Relieving letters etc.)
- Coordinating in staff and workers appraisal with the HOD.
- Maintain records of important office documents & Training files.

Non-IT Recruiter Role and Responsibilities:

- Identifying leads and converting leads
- Blue Collar Requirement
- Sourcing & identifying right candidates as per the requirement from management.
- Sourcing profiles through job portals

Environment: LMS, MIS, PMS