



# Keerthana Muthiah

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## OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

## PROFILE SUMMARY

- Experienced Technical Recruiter who has 3+ years of IT Recruitment where I placed successful 50+ Onboardings and includes C2h and Permanent hiring. Open to work for both bulk and Permanent hiring also with a mixture of Non IT recruitment with strong Talent Sourcing. Looking for a relevant position which enhances my experience.

## EXPERIENCE

1st Aug  
2024 -  
Still  
working

- **Talent Acquisition Specialist - Recruiter**  
AVAP Agile

- Job Analysing and requirement gathering from clients by Collaborating with hiring managers which leads to understanding the technical skills, experience and qualifications required for open positions.
- Actively hunt for source through job portals, - currently using naukri as recruitment platform. open to work through other platforms too like Foundit, LinkedIn etc.,
- Negotiate with Candidates for offer, ensuring compensated packages and let them confirm join and complete their onboarding. Follow up from Interview till onboarding.
- Coordinate with Client parallelly to get active requirements and extend the opportunity as long term collaboration
- Provide regular reports to management about the hiring pipeline, candidate feedback, and as others.

Clients dealt with:

Asoftek, TrG screen, Blackbaud, ACL Infotech, Mercurius infotech, Enhancor, Guardant, kpmg, Thoughtworks, Zinnov, Neosoft,

Technologies handled:

F&O functional, NAV/bc , Dynamics (tech& functional), Golang, Java, Noc ,Cyber security, Finance roles, Servicenow , Salesforce, .Net, etc...,

18th Dec  
2023 -  
3rd Jun  
2024

- **HR executive**  
SafeGuard family health private limited

- Handled HR operations partially irrespective of payroll and salary negotiation with candidates and others.
- Handling multiple clients on single handed with various infrastructures for collaboration and get requirements from their end.
- Act as SPOC for business closure.
- Closed multiple critical positions like Marketing executive, Sales Corporate, Digital lead etc....,

- Maintaining greythr (A payroll and employment history application) which is to be handled by myself for salary processing, calculating salary deduction based on lop and employment history check etc., Maintaining clients and vendors database on whole.
- Sourcing profiles when needed for any critical requirement and close it asap before tat.

14/05/2021  
-  
24/11/2023

- **Executive -Talent Acquisition**  
Incline Infotech

- Identifying the Job description.
- Sourcing,Screening,Understanding the client's requirements and sourcing according to client's needs.
- Communicate with Candidates for screening purpose inorder to check their communication and Technical skills.
- Briefing candidate regarding the job description & also about the company profile.
- Screening application by conducting the preliminary telephonic interview. As well as Personal interaction with the candidate to understand their skill sets and area of interest.
- Scheduling interviews reminder mail , About Company and JD for the shortlisted candidates.
- Very Good Follow up with Candidates Once got their Interviews Scheduled by giving them a reminder over telephonic.
- Follow-up with candidate until gets selected,receive offer, on-boarded and till closure is done.
- Time management.
- Good Usage of MS word, MS Excel,outlook.
- Maintaining the database of all the candidates called on daily basis, and candidates who are rejected and offered for future requirement.

### Clients Worked For:

Xoriant,Emtec,Tavant,Brillio,Aarav Solutions,Clarion,Avekshaa,Wafer Space,Analog Port,3i Infotech,Next Element,Aujas,Fortis Infra,Mindtecketc.,

### EDUCATION

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- 2013 • **SSLC**  
Arockiyamatha Matriculation Higher Secondary school  
92%
- 2015 • **HSC**  
St.John Vestry Anglo Indian Higher Secondary school  
64%
- 2019 • **B.Tech/IT**  
Vivekananda Institute of Engineering and technology for Women

### SKILLS

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Technologies handled: Big Data, AWS,IAM, Automation/Manual Testing, Salesforce development, Python Development,ETL development/Testing,Netsuite Technical,Data Scientist,MS Dynamics,Tableau Development,Web Methods,Front end,CIAM,.Net,ETL Design,Mobile development,Tech Marketing,Sailpoint,Cloud technologies

Good usage of MS office suite

80%

80%

## INTERESTS

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- Meme creating
- Drawing
- Hand cratfs
- Watching Investigation and thriller movies

## ACTIVITIES

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- Certified & won district seventh place in English Proficiency Test Workshop based on IOT Attended inplan training based on php Certified by IBM Education in "Advanced Software course".

## LANGUAGES

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- Hindi(R/W) English (S/R/W) Tamil(S/R/W)