




MILAN THOMMY

DATE OF BIRTH:
09/01/1995


CONTACT

Nationality: Indian

Gender: Male

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EDUCATION AND TRAINING

01/02/2013 - 30/05/2016 - Calicut, India

BBA

Calicut University

LANGUAGE SKILLS

MOTHER TONGUE(S): Malayalam

English

Listening
B2

Reading
B2

Spoken
production
C1

Spoken
interaction
C1

Writing
B2

WORK EXPERIENCE

05/09/2018 - 02/01/2020 - Ernakulam, India

Senior Executive

Ilabz technology

Delivery- Role and Responsibilities

- Understanding the Client's Manpower requirement.
- Taking care of end to **end recruitment cycle**.
- Owned full-cycle recruiting: interviewed, offered, negotiated and closed candidates for assigned requisitions.
- As a **team leader** role handling a team of **6 members** and sharing the requirements with the team.
- Validating team's profiles are matching with the job description and confirm exact notice period and salary.
- Sourcing of profiles according to Client's requirements, through various channels such as database, portals, vendors, referrals, social & professional networks etc
- Determined appropriate recruitment procedures and maintained good relations with candidates.
- Selected and determined appropriate candidates by reviewing compensation required, education and skills required for job.
- Contacting prospective candidates and fixing up interviews.
- Conducted in depth interviews with candidates by telephone to determine skills, knowledge, interest, market value, and availability

- Follow up the interview calls of the prospective employee
- Taking interview feedback.
- Documented all recruiting information such as interviews conducted and hiring completed by organization.
- Make sure that the candidates is joining once selected without any BGV fail.
- Maintaining good relations with the prospective employee
- Entering the sourced profiles data in RS(recruitment system)
- Maintaining the Data of the sourced profiles for the future requirements
- Clearly communicated all aspects of the offer including salary, benefits, bonuses, relocating, etc to prospective employee.
- Completing timely reports on employment activity
- Giving training for the internal employees (freshers) regarding the client criteria, billing etc.
- Experience on **Permanent, Contract 2 Hire, and Contractual positions.**
- Experience with Application Tracking System.

01/03/2017 - 03/09/2018 - Ernakulam, India

● **Executive Delivery**

Future Focus Infotech

Delivery- Role and Responsibilities

- Responsible for addressing the requirements on receipt of a detailed job description (JD)
- Understanding the requirement of the client from the sales team and preparing a list of specification for the position required
- Analyzing the internal capabilities, bandwidth, requirement complexity to estimate on delivery time and quantity (SPOC)
- Responsible for sourcing CVs as per the specification provided
- Validating the CVs on various essential parameters defined and documenting the observation against the same (as defined in quality process)
- Uploading the CVs against the requirements in the internal system/ tool within the defined timeline and updating the concerned team
- Adhering to internal negotiation benchmark according to the company's norms
- Responsible for scheduling shortlisted candidates for Interviews with client and coordinating as per the schedule
- Responsible for collection/ submission of essential documents for BGC and facilitate on-boarding process

- Responsible for following-up with the candidates in all significant stages of the on-boarding process like (Issuing OL, BGC Verification, EDC completion, etc.)
- Adherence to the reporting hierarchy and internal QMS processes & objectives
- Good experience in ATS. – uploading candidate profiles, collecting requirements etc.

01/03/2016 - 28/02/2017 – Ernakulam, India

● **Operation Executive**

Capex Financial Services (Kotak Securities)

Job Responsibilities

- Accurate & timely execution of orders on terminal
- Daily processing & confirmation of trades
- Punch orders for clients on NSE / BSE terminals
- Monitor client exposure limits
- Confirmations of trade done by EOD
- Promoting in house research calls to increase volume & frequency
- Execute the orders on behalf of clients
- Ensure the volumes of trade is higher & clients trade frequently
- Handling Payroll and attendance tracking.

DIGITAL SKILLS

Microsoft Word | Outlook | Microsoft Office | Zoom | IT Sourcing | Team Handling
Leadership | Sourcing | Recruitment | Screening | Negotiation | Payroll | End to
End Recruitment | ATS - Oracle Taleo