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| PREM KUMAR    **Recruitment Executive | Recruitment Specialist | Human Resource Development Operation**    **Tamil Nadu, India (Current Location: Lagos-Nigeria)**  **: +91 8056033585 / 9884695091 (India Number) / +234- 7051941962 (What’s up Nigeria Number)**  : **[prem761994@gmail.com](mailto:prem761994@gmail.com)** : **Premkumar.76** Linkedin_Shiny_Icon : **https://www.linkedin.com/in/** prem76 |
| **Seeking challenging assignments with a company having a global vision and utilize my experience and expertise and enhance organizations bottom line profitability** |

**Academic Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course | Name of Institute | University/ Board | Month-Year of passing | Percentage / CGPA |
| PG  MBA | B.S.Abdur Rahman Crescent institute of science & tecnology | Deemed | May 2019 | 8.0 |
| B.E  MECH | Sri Ramanujar engineering college (Chennai) | Anna University | May-2017 | 6.7 |
| DIPLOMA  (MECH) | Sri Balaji Polytechnic college (vandalure) | Anna University | April-2015 | 82.33% |

**CAREER SNAPSHOT**

**Experience:**

* A dynamic professional with over (9 Mon) of work experience in **Human Resources Recruitment** and **strategic implementation** project of **(SHARE POINT** and **HONO)**
* Domain expertise in Head Hunting operations with honed skills in recruitment along with other HR related functions, viz. training & Development.
* An effective communicator with excellent relationship building & interpersonal skills.
* Strong problem solving & organizational abilities. Possess a flexible & detail-oriented attitude.

**Personal traits:**

* Outstanding people management, communication and interpersonal and analytical skills
* Quick learner, detail oriented and ability to adapt to new processes in limited time frame
* Innate ability to manage multiple projects

**Skill Set:**

* Good time Management skills.
* Good Communication skills, Listening skills & Phone Etiquette.
* Ability to Multitask and work in a fast paced environment with high volume.
* Flexibility to adapt to changing priorities
* Excellent interpersonal skills

**Technical** **Skills**

* Proficient with Word, Excel and PowerPoint

**Software Skills**

* Handling HR tools of **SHARE POINT** and **HONO**

**Recruitment, Resourcing & Development:**

* Managing the recruitment life cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.
* Planning human resource requirements in consultation with heads of different functional & operational areas, organizing selection interviews and induction programs.
* Handling salary negotiations and compensation administration in line with the industry standards.

**CAREER TRAJECTORY**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Designation** | **Duration** |
|  |  |  |
| Sterling Oil Exploration & Energy Co. Limited  Revone8 HR Consulting Services  Blue Bharth Exim Pvt. Ltd, Chennai | HR Recruitment  HR-Trainee  HR-Recruitment Mini Internship | Nov-2019 to till date  March-2019 to May-2019.  March 2017 to may2017 |

**KEY DELIVERABLES**

**Current Company Name:** Sterling Oil Exploration & Energy Co. Limited (Nigeria)

**Duration: Since Nov-2019 to till date**

**Position: HR Executive**

**Reporting: Head Recruitment**

**Team: 1 Junior HR**

**My KRA’s with includes: -**

**SEEPCO is a venture from the Sandesara Group, as diversification in Petroleum Exploration and Production. The Sandesara Group has many successful and diversified ventures. The Sandesara group has businesses in 6 continents and several countries viz. India, USA, China, Japan, Europe, Middle East, South East Asia etc., The Sandesara group has ventured into the Petroleum Exploration and Production in 2006 by establishing Sterling’s footprint as an Operator in an OPEC country, Nigeria. Sterling Oil has large expansion plans in a short time in at least 3 or 4 countries with the aim to achieve oil or gas production within short period of signing Production Sharing Contract (PSC) of exploration blocks.**

* Handling entire gamut of HR.
* Handling Oil & Gas recruitment.
* Sourcing and short-listing suitable candidates from portals like Naukri, Linked in and through referrals.
* Conducting Preliminary interview over Phone or Skype and scheduling final interviews with the technical team.
* Handling recruitment for all level from junior level to the senior management level.
* Having good experience towards “Internal Recruitment” as well.
* Resourcing for various positions such as Director, CFO, VP, GM, Managerial level. (Even experience in placing Blue Collar workers)
* Putting the candidates through various stages of the recruitment process and finally making the offer to the Prospective candidates.
* Co-ordinating with all functional departments, Part of negotiation team, Documents verification, making offer letter as per quota.
* Maintaining weekly / monthly report for management review.

**At,** Revone8 HR Consulting Services**: (Duration: 03 Months)**

**As HR-Trainee**

**Reporting: Operation Director**

**(Reason of leaving: Not having much exposure and betterment)**

**Roles & Responsibilities:**

**Recruitment:**

* Handled Entire Recruitment Cycle
* Understanding the Requirement.
* Collecting all the Information regarding the requirement.
* Searched right profiles through Job Portals, References, Job Posting and database etc.
* Interacting with the Candidates for getting their interest confirmations.
* Detail screening of the interested Candidates.
* Scheduling Interviews as per Client’s convenience.
* Follow up with the Candidates till the joining is done properly.
* Have done recruitment for Domestic as well as Overseas Clients based at African Regions
* Involved in making monthly & quarterly reports.

**Reports:**

* Maintaining thorough and accurate documentation on all conversations with candidates a well as clients.
* Maintaining good database of employees with respect to their skills.
* Generation and maintenance of MIS reports on daily, weekly, monthly, quarterly basis to meet the Targets.

**LANGUAGE SKILLS**

* Fluent in English, Tamil

**AVAILABILITY**

* Willing to relocate at the earliest
* Possess no bond with the current employer

**Personal Details**

* Date of birth  **:** 07-06-1995
* Father’s Name **:** K.Ramadoss
* Hobbies  **:** Cooking, sports, Music,
* Address for communication **:** Plot no**:**11, Thiruvalluvar street, Potheri,

Chengalpattu TLK, Kanchipuram District.

Pincode.603203

DATE: PREM KUMAR.R