**Durga.G**

**No.96 Paramashivam Street**

**Melakalkandar Kottai**

[**durgajanavi@gmail.com**](mailto:durgajanavi@gmail.com)

**9791757958**

**Activities**

* To pursue and excel as a member of the organization and obtain challenging position in a dynamic environment that demands my effort and creative approach to meet business goals and requirements

**Experience:**

**Onboarding Speclist March 2020 – Present**

* Compiled all paperwork for new recruits and ensured timely payments to same.
* Assisted manager by sending hire emails and initiated desk set up process.
* Maintained records of all new hires and prepared spreadsheets for same.
* Audit all candidate information, verify background investigations and drug-test results, oversee the fingerprinting and licensing processes as applicable as well as adhere to record retention guidelines.

**Technical Recruiter Sep 2019- March 2020**

* Fully involved in recruitment process, responsible for recruitment of both IT and NON-IT
* Professionals according to client requirements.
* Sourcing profile by means of Job- Posting and managing portals like –Dice.com, Monster.com, career builder.com, Linked in.
* Have well working experience with various Applicant Tracking System (ATS) Tools like
* Power Recruiter, Bull Horn, Smart search, field class.
* Have well experience with various visa types like US citizen, Green card holder, GC EAD, OPT EAD, TN VISA and H1B.
* Working with different tax terms like W2, C2C.

**Admin Specialist Oct 2018 – Aug 2019**

**247 HEADHUNTING (Tenpath Solutions Pvt Ltd)**

* Under maintenance around 80 ATS.
* Feeding the information to ATS and Test the candidate data.
* Source the best candidates for our corporate clients for all type of requirements.
* Screening of resumes as per the job requirements and successfully submit candidates for the requirement that has been assigned.
* Add short-listed candidates into client databases. Experienced in using Applicant tracking system (ATS) like Bullhorn, power recruiter, field glass, IQN, smart track, Beeline etc.)
* Worked on all major job boards: Dice, Career Builder, Monster & Passive Sites

**Extra Experience :**

**Resume Formatting**

* IBS Resume formatting
* WinerWyman

**Education:**

* Beach IT in the year 2018 from Oxford Engineering College, with an aggregate of 74.5%
* XII from M.A.M Matric Higher Secondary School, Strugar, Trichy Under STATE BOARD in year 2014
* X from Railway Mixed Higher Secondary School, Somalia, Trichy under STATE BOARD in the year 2012

**Skills:**

* System Administration
* Vendor Management
* Boolean Searching

**Software Skill Set:**

* Completed Computer Basics
* HTML

**Personal Details**:

* Father’s Name : A. Gunaseelan
* Mother’s Name : G. Usha nandhini
* Date of Birth : 18-12-1996
* Gender : Female
* Nationality & Religion : Indian, Hindu
* Languages known : Tamil, English (read, write & speak).
* Native: : Trichy

**Declaration:**

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief.

**Regards**

Durga.G

Place: Trichy

Date:01-14-2021