

**RADHAKRISHANAN (RK) N**

**My Location: Cuddalore (Native Place)**

**Phone: +91(75)988 40098, 9384 905348**

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**OBJECTIVE**

* Qualified and skilled candidate seeking Entry Level Recruiter position in a reputed human resources management environment.
* Personal experiences and studies have provided a high level of knowledge related to effectively utilizing manpower, coordinating compensation and benefits packages, and managing the advancement of an organization.
* With an even temperament and persuasive nature, can negotiate with anyone and defuse the most tense situations.

 ENTRY LEVEL RECRUITER HIGHLIGHTS

* Knowledge of technological recruitment tools
* Understanding of recruiting concepts
* Excellent time manager
* Able to plan and meet goals
* Experience in professional staffing
* Relationship builder
* Knowledge of interview techniques
* Focus on customer service

WORK EXPERIENCE

US IT RECRUITER DATEC SOLUTION, USA 01/2019 to 11/2020

Responsibilities:

* 2 years of experience in IT Recruiting Industry, have been working as an IT Recruiter.
* Complete knowledge of Full Life-Cycle recruiting including screening and interviewing.
* Skilled in handling the Clients in an excellent way and keeping them happy by providing the best of best service.
* Strong experience as an IT Recruiter to recruit IT talent, through job boards and vendor partnerships in a Consulting company.
* Good understanding of various IT Technologies and emerging Technologies in the marketplace.
* Ability to search and recruit proactively, with strong organizational skills.
* Strong leadership, negotiation, problem solving, and team building skills as well as confident recruiting techniques.
* Excellent interpersonal and customer relationship management skills.
* Team player with excellent interpersonal abilities, multi task abilities and excellent communication skills.
* Excellent written, verbal analytical and problem solving skills.
* Good Interpersonal and Communication Skills/ Excellent Management and Proven Leadership Skills Excellent Interpersonal skills coupled with experience in interacting with individuals with culturally diverse backgrounds and in analyzing document information.
* IT recruiting experience with a successful background sourcing candidate from a wide range of technical disciplines (developers, database specialists, technical support, network engineering, project management, etc.).
* Computer proficiency in Microsoft Office Suite 2003,2007(MSWORD, MS Outlook, MS EXCEL, MS POWERPOINT),Monster, other Search engines,
* I have proven my particular abilities to work under pressures off time and performance in a global marketplace, serving both easy and very difficult clients and customers to their eventual delight.
* Being highly self-motivated, I have the drive to focus and achieve both organizational and personal goals while taking my team along and ensuring its achievements too.
* Extensively experienced in working with C2C, W2 and 1099.
* Good Interpersonal and Communication Skills/ Excellent Management and Proven Leadership Skills Excellent Interpersonal skills coupled with experience in interacting with individuals with culturally diverse backgrounds and in analysing document information.
* IT recruiting experience with a successful background sourcing candidate from a wide range of technical disciplines (developers, database specialists, technical support, network engineering, project management, etc.).
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* I have proven my particular abilities to work under pressures off time and performance in a global marketplace, serving both easy and very difficult clients and customers to their eventual delight.
* Being highly self-motivated, I have the drive to focus and achieve both organizational and personal goals while taking my team along and ensuring its achievements too.
* Extensively experienced in working with C2C, W2 and 1099
* Specialized in building a relation with Tier-1 Vendors.
* Proficiency in Communicating with the direct clients, procuring the requirements and matching their needs and requirements in terms of human resources.
* Successfully recruited many consultants for major end clients
* Strong organizational skills, exceptional follow-through & attention to detail.
* Working on All Visa types Like H1B, OPT, GC, USA, EADs.
* Working Job portal: LINKEDIN, INDEED.

**Role: Trainee**

Company: MPHASIS HP COMPANY|

Location: Pondicherry **02/2012 to 02/2014**

* Production: BPO/ITES
* The Primary Task for a BPO Executive is to handle calls from customers or clients and provide them with a solution to their queries.
* He/ She must show the willingness to learn new things every time and then.
* Must discuss every matter with its supervisor or team leader to get any issue sorted
* Giving a resolution to the customers or clients should be the whole and sole responsibility.
* Should carry out various other professional services like Business Research, Legal services, Financial Analysis etc.
* Must be very effective in providing customer service by providing resolution to their complicated queries and issues.
* Must efficiently set goals and work on so as to avoid any escalations and maintain the relevancy and quality while providing service to the customers.

SKILLS

|  |  |  |  |
| --- | --- | --- | --- |
| Sourcing  Communications skill  Quick Learner  Listening  Time Management  Creative Problem Slover  Confidence  Recruitment Skill  Teamwork | Professional  Professional  Professional  Professional  Professional  Professional  Professional | Relationship Building with Client and Candidate  Multitasking in Work  MS Windows Proficient  IT Skills  Patience | Professional  Professional  Professional  Professional |

EDUCATION

**Bachelor of Engineering (Electronic and Communication Engineering) 2014-2017**

Rajiv Gandhi College of Engineering and Technology, Pondicherry, PY

/Graduated with [7.6] CGPA

**Diploma in Electronic and communication/** **2009-2011**

Krishnasamy Memorial Polytechnic College, Cuddalore, TN

**Secondary School 2008**

Lakshmi Chordia Memorial Matric Hr. Sec School, Cuddalore, TN

# Awards

## Best Employee of the year ▪ MPHASIS HP COMPANY 2013

# Certificates

## Microsoft Certification of System Administrator ▪ Microsoft

### E559-339 01/2014

## Linux Training ▪ IIT BOMBAY 03/2013

## PHP AND MYSQL Training ▪ IIT BOMBAY 09/2016

# Hobbies

Getting lost in a good book ▪ Capturing moments ▪ Feeling the music ▪ Valley ball

Additional Information **Father Name:** Narayanaswamy

**Occupation:** Working in Hotel

**Mother:** Abitha (Housewife)

**Marital Status:** Single

**DOB: 01-03-1992**

**Notice Period: Immediate**

**Ready to Relocate.**

## Language English Professional

Tamil Native

DECLARATION, I hereby to declare the above all details are true to the best of my knowledge.

Place: Cuddalore Yours Faithfully

Radhakrishnan

RK (Radha Krishnan)