

SARIGA A

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🌐 *LinkedIn:*

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Actively looking forward to opportunities that can develop and learn new skills and technologies in the field of Human Resources Management like Recruitment, Onboarding executive, HR Specialist or HR Operations roles.

Experience

Recruitment Consultant at Adecco India Pvt. Ltd, Bangalore

Feb 2022 to till date

Responsibilities:

- Worked closely with the clients: Accenture, Wipro, Infosys, IBM, MetricStream, etc.
- Having experience in end-to-end recruitment cycle.
- Understanding the IT skills and providing right candidates to meet the client needs.
- Source the candidates through different job portals (Naukri, LinkedIn, Monster), database & references.
- Gained knowledge and experience in sourcing and screening the best profiles according to the requirements given by the client. Also experienced in hiring niche skills.
- Maintaining effective databases.
- Good negotiating skills.
- Coordinate with interviews and maintain good relationships with the candidates, clients and team
- Collecting and verifying the documents of the selected candidates and make them onboard.
- Interact and coordinate with the candidates from sourcing to onboarding.
- Completely worked into Contract to Hire for IT recruitment.

Some skillsets worked on:

- Java (front-end, back-end and full stack), .Net Development, Python, C++
- DevOps, AWS, Azure and Google Cloud Platform
- SAP and Oracle Technologies, WebSphere, Salesforce, MS Dynamics, Ab Initio, RPA, Android and IOS development, Manual and Automation testing.
- Windows and Linux OS, Oracle, SQL, MYSQL databases, UCCI, Network infrastructure, Service Desk, Help desk, Desktop support, Asset Management.

Educational Summary

MBA (Marketing and Operations)

2022

- Happy Valley Business School
- Affiliation: Anna University.

BBA

2020

- Govt. Arts & Science College, Pathiripala
- Affiliation: Calicut University.

Accomplishments

- Certificate in 'Creative Thinking: Techniques and Tools for Success' course from Coursera (2021)
- Certificate in 'IT Project Management' course from Coursera (2021)
- Certificate in 'Word Essential for Managers' course from Happy Valley Business School (2021)

Academic Projects

- A Study On Customer Perception Towards Online Payment Applications In India With Special Reference To PhonePe. (MBA Project)
- The Effectiveness Of MGNREGS Programme With Special Reference to Mathur Gramapanchayath (BBA Project)

Skills

- End-to-end recruitment
- IT Recruitment
- Onboarding and documentation
- HR Operations
- Negotiation skill
- Communication skills
- Results Driven
- Adaptive
- Team player
- MS Office

Personal details

- DOB: 22nd Jan 2000
- Gender: Female
- Father's name: Achuthan K
- Marital Status: Single
- Nationality: Indian

Declaration

I hereby declare that all the information furnished above is accurate to the best of my knowledge and belief.

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