**suresh C**

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**SENIOR HUMAN RESOURCE PROFESSIONAL**

**Synopsis**

* + **Qualities**
*  Adaptable  Disciplined  Reliable
*  Confident  Flexible  Responsible

**Career Progression**

**ATA RECRUITMENT INDIA | (SUB CONTRACING TO GSS UK)**

 **Recruitment Specialist/ Global Staffing/ CONTRACTS CORDINATOR to KBR UK | 01/12/2011 – Till Date**

With ATA INDIA I have worked and delivered Contractual Staffing Service Support for over 13 + Years to GSS UK to Locations like BAHRIAN/UAE/Afghanistan/DIEGO GRACIA

* Working with the Direct Supervision of Operations Director of GSS & ATA INDIA
* Coordinating with Recruitment Manager , Project Delivery Consultant & Travel Coordinator of GSS UK (Global Staffing Solutions) taking requirements and coordinating between business units for the effective and smooth recruitment till Deployment Process
* Regular Interaction with Operations Manager for the Requirements of Manpower and Skills Required, Queries and Feedback & Closures.
* Arranging Large One-on-One Client Interivews When required & Scheduled SKYPE & PHONE Inteivews Swiftly & Regularly
* Coordinating with Recruitment & Business Development Managers for the approval of the candidate and once Approved, Conducting the Hiring process which involves a lot of paperwork to mention few Signed Contract letters/Medicals/Police Clerance & Visa Forms/Bank Forms/BRF Consent forms,
* Arranging IELTS Test upon Client Request for both SKILLED & Unskilled contractors for few specific locations
* Handling the Entire gamut of functions related to Recruitment Right from the stage of short-listing the resumes from the Job portals, requisition management, sourcing candidates, interviewing, generating offers and facilitating the on-boarding process for candidates
* Provide general Administrative and clerical support including Scanning, Mailing documents to management
* Timely Provide general Help Desk support in answering Contractors via phone, skype and email
* Swiftly attended to client complaints, needs, and queries in a timely manner
* Support Project Manager Including, preparation of documents, and follow-up on timelines and deliverables
* Maintaining complete Banking/Account details of the candidates for Salaries transfer
* Prepared Timely and Accurate, Requirement / Recruitment & Deployment reports on weekly, monthly contractual related data,
* Played a Pivotal role in ramping up the headcount of client organizations in a short span of time
* Looking after the final process from Interview till joining the clients, Managing candidate’s Deployment formalities which again Involves coordinating with Travel dates, tickets and Visa with Travel Coordination Manager till on boarding the candidate.

**CV Scout**

**Tenure 10/04/2006 to 10/01/2011**

**Designation – Recruiter / Executive Search**

Cv Scout provides specialise recruitment solution in Defence,IT,ITES,Engineering,Space, Aerospce, Oil & Gas,railways and international projects. We provide an outsource solution that searches the market for right candidate to meet the requirements of agency roles.We have a dedicated team of time served recruitment professionals that work together in a Fresh, New, Energetic Environment where we pride ourselves on Honesty, Truth, Passion and Professionalism.Cv Scout is offering both contract and permanent solutions to all of their offices throughout the UK

* Getting and Understanding the client’s requirement.
* Scourcing CVs from Job Portal like **Monster, Jobsite, railway people, Hot online, CV Library etc**.
* Cold calling to check availability, communication skills, Experience.
* Conducting preliminary Interviews for applicants to obtain information on work history, training, education, Salary Negotiation and skills.
* Short listing potentials candidates CV’s and communicate with candidates via email and phone
* Presenting the interested candidates with all prescreened information and technical information to the client
* Scheduling candidate interview for certain client

 **Business Process Technologics (India) Pvt.Ltd April 2004 to February 2006**

**Sr. Process Executive**

**Key Responsibilities**

* Processing Paperwork for various processes adhering and complying with the process guidelines as instructed by the Operations Team, Team Leaders.
* Helping New joiners understand the process.
* Providing the desired output for the process.

Projects which I was assigned to during the tenure are:

**Print on Demand** – An E-books process from a leading publishing house, wherein the entire Hard-book is converted to PDF and the book is exact electronic replica of the actual book. Proof-reading, Image Correction, Cover Page Designing as per the hardcopy

**Sulekha.com** – Providing the content for U.S. based Indian Events, Events in major Indian Cities, Classified Ads in various Categories, Search Engine Optimization.

**Education**

* **SEEMS ENGLISH SCHOOL (10th)**
* **BCA KSOU**
* **Please Note ; Reference to verification of present employment will be provided upon request**

**Personal Details**

**Date of Birth:** 27/06/1986| **Languages Known:** English, Hindi, Kannada| **Nationality:** Indian