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**SEEMA K.C**

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**+91 9742345899**

**Objectives**

Seeking for opportunity in an organization with high reputation and positive environment that allows me to share experience and skills in Human Resource Management field.

* Experienced Recruitment Consultant with a demonstrated history of working in the staffing and recruiting industry for nearly 8 years.
* Specialise in headhunting & recruiting Professionals all across the business from Banking & Financial Services, Healthcare, Oil & Gas Retail, and Telecom professionals globally.
* Specialities: • Leadership Hiring • Client Relationship Management • Vendor Management • Lateral Hires • Social Networking • Market Intelligence • Referral Generation

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| **Skills** |

* Naukrigulf Certified Recruiter
* Talent Identification, Sourcing and Screening
* Interviewing, shortlisting and Closing
* Strong Follow-up and Negotiation
* Good Interpretation and Interacting Skills
* Ability to source and recruit for hard to fill areas and work on multiple roles and levels simultaneously.

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| **Professional Experience** |

***Resource Management Network******May 2021 - Present***

* Reporting directly to the CEO & responsible of winning business and delivering in corporate & technology recruitment to fulfill permanent vacancies. Strong knowledge & understanding of MENA market.
* Developing and managing candidate pool by attracting new candidates via networking, internal database, job portals, references, Headhunting.
* Solely responsible for End-to-End Recruitment including - Defining Recruitment strategy and execution from opening till closing of a position.
* Excellent relationship with Clients: be identified as an expert; provide guidance and recommendation, present market insights and salary studies.

***Jerry Varghese Global****,* ***Dubai******March 2019– April 2021***

**Designation: Recruitment Executive**

* Expertise in end to end recruitment life cycle. Sourcing, recruiting, screening, interviewing, negotiating and closing
* Strong resume sourcing skills through various sources and methods(Groups, Networking Sites, Portals etc)
* All forms of recruitment process direct sourcing, networking sites, direct mailing, cold calling, employee referrals, maintaining resume Database, Qualifying the CV
* Judge the client and considering the requirement on priority basis.
* Generated specific candidate pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials, and conducting initial interviews and pre-screening assessments.
* Follow up with candidates to inform them of employment possibilities and selection.
* Worked with headhunting projects and identifying the right candidates and presenting them to the clients on strict deadlines.
* Preparing MIS Reports - Daily, Weekly, Monthly& Annual for Seniors & Management.

***Tritium Consulting India Pvt Ltd****,* ***Bangalore******December 2012 to October 2018***

**Designation: Recruitment Consultant**

* Handling BFSI hiring for Middle East, and India market.
* Working on Corporate Banking, Business Banking, Investment Banking Retail Banking profiles and senior level profiles.
* Getting Requisitions from Corporate HR SPOCs & Strategic Servicing.
* Sourcing of CV’s from Databank, Job Portals (NaukriGulf, Bayt, Jobstreet& MonsterGulf), LinkedIn, Headhunting & Company Mapping.
* Short listing of profiles as per the client requirement.
* Conducting Preliminary Telephonic screening - to check experience, Communication skills, cost, notice period and other related factors.
* Maintaining client relationship via telephone, Email & personal meetings.
* Coordinating - with client & shortlisted candidates from Requisition Receipt to Candidates’ Joining.
* Preparing Strategic MIS Reports - Daily, Weekly, Monthly & Annual for Seniors & Management.
* Training & Employee Engagement –Involved in Induction, Process Training & Monitoring thereof New Joinees
* Generating database through references & headhunting.

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| **Education** | | | | |
| MBA (Full Time)  BBM | | 2012(71%)  2010(69.4%) | VTU University, MVJ Engineering College, Bangalore  Mangalore University, SDM College of Business Management, Mangalore |
| Std 12 th (ISC) | | 2007(84%) | Mysore Public School, Mysore |
| Std 10th (ICSE) | | 2005(60%) | Mysore Public School, Mysore |
| **Other Information** | | | |

* Languages: English, Kannada, Hindi
* Nationality: Indian
* Marital Status: Married
* Current Location: Bangalore

I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:**

**Signature**

**Seema KC**

**Bangalore**