

Neethu Sunny

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HUMAN RESOURCES / RECRUITMENT

- ◆ **Human Resource Professional** with experience in end to end **recruitment, manpower planning, employee engagement activities, payroll and PMS** associated with **AVT McCormick Ingredients Pvt Ltd.**
- ◆ **Defined & implemented HR strategies & policies** aligned with organizational objectives.
- ◆ Handled recruitment for businesses like **Healthcare Pharma and Insurance, IT, Finance an Accounts and FMCG.**
- ◆ Worked for **DELL IT, Infrastructure, Application Services and R&D requisitions.**
- ◆ Extensive experience in recruitment of **Vanilla, Niche and Super niche skills.**
- ◆ **Expertise** in the areas of **employee engagement activities** like Runners club, Toastmasters Club, Volunteers day etc.
- ◆ Done **Payroll processing** for more than 600 employees.
- ◆ Developed **Intranet** for the AVT McC employees as part of employee engagement.
- ◆ Awarded Eagle Squad for closing 172+ positions in a span of 2months
- ◆ Awarded for highest number of closures in a quarter.

PROFESSIONAL EXPERIENCE

AVT MCCORMICK INGREDIENTS PVT LTD-Aluva, India

HUMAN RESOURCE EXECUTIVE, JUN, 2017 to Present

Responsible for the proactive and strategic sourcing and recruiting of high quality candidates, employee engagements, payroll processing and performance management for the entire employees.

- ◆ Understanding the competencies for position including job title, principal accountability, key result areas, authority, external and internal contacts, reporting and supervisory relationships, working conditions, environment and other relevant factors.
- ◆ Handling complete life cycle of recruitment process from sourcing, initial screening, phone interviewing, resume analysis, interview process and co-ordination with candidates till they join.
- ◆ Conceptualizing & executing induction / orientation program for all new recruits; dealing with entire gamut of exit process and final settlement for the employees.
- ◆ Interacting with the Finance Department for processing of payments to employees
- ◆ Responsible for employee engagement activities like Runners club, Toastmasters Club, Volunteers day etc.
- ◆ Handling payroll processing of the employees.
- ◆ Managing the performance management of the employees.
- ◆ Driving employee welfare policies
- ◆ Collating, editing & publishing in-house magazine; developing various MIS & other reports for management to take decisions regarding current resources.
- ◆ Conducting events when required.
- ◆ Completing the exit formalities and FFS of employees
- ◆ Initiating background verification for the joiners.
- ◆ Proficiency in working with Ramco ERP tool.

XEROX BUSINESS SERVICES-Cochin, India

TALENT ACQUISITION ASSOCIATE, Feb, 2016 to May 2017

Responsible for the proactive and strategic sourcing and recruiting of high quality candidates throughout an assigned geographical area utilizing a variety of mediums including recruitment websites, job portals and social media.

- ◆ Handling requirements on Health Care Pharma and Insurance, Finance & Accounting and IT.
- ◆ Coordinating with the Hiring Managers on their current requirements and drawing Job specifications.
- ◆ Requirement gathering and the preparation of recruitment plan.
- ◆ Coordinating internal activities like screening resumes on the basis of given specifications, scheduling interviews, coordinating with the hiring manager for closure of hires
- ◆ Maintaining a weekly record with respect to hiring. Constant engagement with candidates from offer made stage till the candidates join the Organization.
- ◆ Coordinating with the HR Operations and Employee relations team at the time of Induction.
- ◆ Managing the manpower consultants and vendors.
- ◆ Conducting events when required.
- ◆ Handling post offer follow up for candidates.

- ◆ Ensuring that the candidates are on board, within the given time.
- ◆ Initiating background verification for the joiners.
- ◆ Proficiency in working on Taleo, Staffing tool used in Xerox.

DELL INTERNATIONAL SERVICES — Bangalore, India

TALENT ACQUISITION ANALYST, June, 2015 to Jan, 2016

- ◆ Identify, interview and deliver external passive (non-applicant) candidates to the Talent Acquisition team.
- ◆ Uncover passive candidates through creative sourcing channels including: Boolean Internet searches, internal and external networking, LinkedIn, social media and talent pools (professional societies, networks, alumni associations, competitors, etc.)
- ◆ Attend in-take (kick-off) meetings with the hiring managers/ recruiters to acquire a thorough understanding of job description and required competencies as well as gaining perspective on the competitive landscape.
- ◆ Screen and submit qualified candidates
- ◆ Understand through consulting with hiring managers and senior recruiters, their future requirements and build talent pipelines and bench strength.
- ◆ Deliver diverse pipelines of candidates.
- ◆ Scheduling & Coordination of the Interviews of the candidates.
- ◆ Follow up for the feedback from interviewers.
- ◆ Negotiation of Compensation & Benefits.
- ◆ Follow up at regular intervals with the candidates till they join the organization and dealing with their various queries.
- ◆ Responsible for maintaining prospective candidates in database for future requirements.
- ◆ Knowledge of mass mailers from the Job Portals & Job Posting.
- ◆ Proficiency in working on Taleo, Staffing tool used in Dell.
- ◆ Utilizing the internal Dell database (Avature) in identifying potential candidates.

LNT INFOTECH — Bangalore, India

Project Trainee, February, 2015 to May, 2015

- ◆ Initial screening, short-listing and sourcing of the resumes.
- ◆ Scheduling & Coordination of the Interviews of the candidates.
- ◆ Sourcing and screening candidate through various channels and portals.
- ◆ Internet search, referral handling for finding best possible talent available for various positions.
- ◆ Follow up for the feedback from interviewers.
- ◆ Negotiation of Compensation & Benefits.
- ◆ Preparing reports on monthly basis.

- ◆ Follow up at regular intervals with the candidates till they join the organization and dealing with their various queries.
- ◆ Responsible for maintaining prospective candidates in database for future requirements.
- ◆ Knowledge of mass mailers from the Job Portals & Job Posting.
- ◆ Proficiency in working on Hire craft, staffing tool used in L&T InfoTech.

INTERNSHIP/TRAINING

L&T CONSTRUCTIONS — Chennai, India

India's largest construction organization and ranked among the world's top 30 contractors.

Internship, May, 2014 to July, 2014

Done my Final year project in Larsen & Toubro Construction-HQ, Chennai on **“EFFECTIVENESS OF SITE BASED TRAINING PROGRAM CONDUCTED BY L&T ECC”**

Roles:

- Analyzing the needs of the specific Training Programs for the Employees.
 - Involving in developing the Training Module and designing the methodologies for different Behavior Training Programs.
 - Coordinating and accessing the Training Programs.
 - Receiving the feedback form from the participants and evaluating the Effectiveness/outcomes of the Training Programs.
 - Using the Kirkpatrick's model of Evaluation for evaluating the outcomes/results of the Training Programs.
- Organizational Study on 'RADO TYRES', Kothamangalam, Ernakulum.
 - Mind Map Training by Dharmendra Rai on 24 June 2014, L&T Campus, Chennai.
 - Attended many Behavioral Training during my internship in L&T Campus, Chennai.
 - Have been a part of FIRO-B Intervention during my internship in L&T Campus, Chennai.

EDUCATION

- ◆ **INTERNATIONAL SCHOOL OF BUSINESS AND RESEARCH — Bangalore, India**

Post-Graduation (PGDM) in Human Resources and Retail and Supply Chain Management during 2013-2015.

- ◆ **MAHATMA GANDHI UNIVERSITY — Kottayam, India**

Graduation (B Tech) in Information Technology during 2008-2012.

- ◆ **KERALA HIGHER SECONDARY BOARD — Kerala, India**

Higher Secondary Education during 2006-2008.

- ◆ **CBSE — Kerala, India**

Matriculation during 2005-2006.

Some of the IT technologies worked on are here under:

Java Technologies: Java, J2ee, JSP, EJB, Struts, Frameworks, Swing, Springs (MVC, IOC), Hibernate, Weblogic and Websphere portal, Web services (SOAP and Restful).

Microsoft Technologies: C, C++, VB.net, ASP.net, C#.Net, Exchange server, Share Point, MSBI technologies like SSIS, SSRS and SSAS, WCF and WPF

ERP: SAP (Fiori, SD, PP, QM) Oracle Applications (PL/SQL developers, Apps technical and functional Consultants), EBS suite.

IBM Technologies: Lotus Notes, Rational Clearcase, Websphere, Mainframes, MQ Series, AS/400,

Testing Technologies: Manual testing, Automation testing, SAP Testing, SOA Testing, RFT, UFT, QTP, Selenium, VSTS, Performance testing, Load runner, Winrunner, Neoload.

Web Related & Scripting ASP, HTML, DHTML, XML, VB Script, Java Script, Perl, JSP, shell.

DBMS: Oracle, SQL Server, Sybase, T-SQL, Teradata.

ETL tools: Informatica, Cognos, Datastage, ETL developers.

UI technologies : HTML, XML. Jquery, Javascript, Ajax, CSS and others.

OF NOTE

ACHIEVEMENTS:

- ◆ Chairperson of Mahatma Gandhi University College of Engineering during 2011-2012.
- ◆ All-Rounder of Girls of St. Stephen's Senior Secondary School in 2005-2006.
- ◆ Head Girl of St. Stephen's Senior Secondary School 2004-2005.

IT CREDENTIALS:

- ◆ OS: -Windows 2000, XP, Windows 7, Windows 8
- ◆ Packages: MS-Offices (Word, Excel, PowerPoint, Outlook)

HOBBIES:

- ◆ Crafts
- ◆ Listening to music
- ◆ Cooking

Place: Cochin

Date:

Authentically,

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