




# DIPU S

## About Me

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 4.6 Years' experience

 +919544446244

 July 15, 1989

 Dipu.pvs@gmail.com

 Kochi, Kerala

 [Linkedin.com/in/dipusudhakaran](https://www.linkedin.com/in/dipusudhakaran)

## Education

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### **Masters, Business Administration**

GRD college for Management  
Bharathiyar University  
Coimbatore, Tamilnadu

Graduated, July 2014  
Marks 70%

### **Bachelor, Commerce**

Ilahia college of Arts and Science  
Mahatma Gandhi University  
Muvatupuzha, Kerala

Graduated, July 2011  
Marks 59%

### **Higher secondary**

SNHSS Okkal  
STATE Board

Graduated, July 2009  
Marks 78%

### **Matriculation**

Anita Vidhyalaya  
STATE Board

Graduated, July 2007  
Marks 60%

## Professional Qualifications and Affiliations

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- Proficiency in manpower management and recruitment process entailing resume generation, screening and short-listing.
- Managing the complete recruitment life cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
- Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection procedures.
- Extensive experience in campus/off campus recruitment drives and junior to senior level hiring's.
- Team player with good leadership skills

## Career Highlights

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- Conducted 50+ alternative drive to reduce hiring cost.
- Participated in job fairs all over Kerala.
- Received Best performer award in recruitment for the Financial year 2016 - 2017

**July 2014 – Current**

**SR. Specialist Recruitment**

Sutherland

Cochin, Kerala

**Sutherland** is a global provider of process transformation services. We offer an integrated portfolio of analytics-driven back-office and customer-facing solutions that support the entire customer lifecycle. We are one of the largest, independent Business Process Transformation companies in the world serving global leaders in major industry verticals. Headquartered in Rochester, N.Y., Sutherland employs over 45,000+ professionals and has locations across the Australia, United States, Canada, Brazil, Mexico, Colombia, Jamaica, Slovakia, Estonia, Sweden, Bulgaria, UK, Morocco, UAE, Egypt, Malaysia, Philippines, India and China.

**Job Responsibilities**

- Coordinating & administering the complete recruitment process for Customer Service Executives /Tech support Executives/ Finance accounting –Voice and Non-Voice Process.
- Offering the candidates based on their experience, Negotiating salary with the candidates.
- Verifying the documents of the joiners.
- Briefing the candidates on the process and Policies of the Company.
- Market Pricing for new business.
- Vendor management.
- Planning alternate channel drives to meet hiring requirement.
- SPOC for government Employability center job fairs.
- Co-ordination for Admin activates.

**July 2011 – July 2012**

**Direct sales executive**

Life Insurance Corporation of India

MG Road, Ernakulam

**Life Insurance Corporation of India (LIC)** is an Indian owned insurance and investment company headquartered in Mumbai. It is the largest insurance company in India

**Job Responsibilities**

- Design and implement effective marketing strategies to sell new insurance policies
- Contact potential clients and create rapport by networking, cold calling, using referrals etc
- Appraise the wishes and demands of business or individual customers and sell the suitable protection plans
- Collect information from clients on their risk profiles to offer them the proper solution
- Prepare reports to shareholders on the success of your business endeavors
- Retain continuous awareness of transactions, sales and terms and keep relative records



## Computer Proficiency

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- MS Office (Word, Excel, PowerPoint, Access, Outlook)
- Applicant tracking system (ATS)
- PeopleSoft Enterprise Human Resources
- Tally
- Photoshop



## Languages

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- English
- Malayalam
- Tamil
- Hindi



## Personal Interests

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- Cricket
- Badminton
- Photography
- Travel



## Personal Details

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Father's Name: P V Sudhakaran

Birthday: July 15, 1989

Marital Status: Single

Nationality: Indian



## Address

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Pulickakudyil house  
Okkal P O, Okkal  
Ernakulam – 683550  
Kerala

## Declaration

I, Dipu S, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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Dipu S  
Cochin