



## CIOG S JACOB

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### OBJECTIVE

Extensive experience of 3.2 years in IT Recruitment.  
Looking forward to new roles.

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### EXPERIENCE

- ✓ **Tata Consultancy Services** Nov 2018 - Apr 2021  
HR Executive  
Responsible for planning and scheduling several recruitment drives and scheduling interviews at different global locations of TCS.
- Document verification, candidate tagging in system, assigning proper panel according to the candidate experience.
- Sourcing profiles on internal sites, social media hiring forums like LinkedIn & job portals like Naukri, monster etc.
- Work with all members of recruitment team to develop and implement staffing plans and responsible for process compliance through end to end recruitment.
- ✓ **Quest global** June 2021 - Feb 2022  
Consultant  
Interact with business units to understand and develop recruitment solutions for experienced professionals.
- End to end recruitment process. (Sourcing, scheduling, document verification, salary negotiation, offer process)

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### EDUCATION

- ✓ **INTERNATIONAL SCHOOL OF SKILL DEVELOPMENT** Sep 2022  
Hospital Administration  
90%
- ✓ **UNIVERSITY INSTITUTE OF MANAGEMENT** 2017  
MBA  
70%
- ✓ **UNIVERSITY INSTITUTE OF TECHNOLOGY** 2015  
BBA  
69%
- ✓ **LEO XIII H S S** 2012  
HSE  
79%
- ✓ **LEO XIII H S S** 2010  
SSE  
78%

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### SKILLS

IT Recruitment  
Campus Recruitment  
Onboarding  
HR Generalist

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**INTERESTS**

Football

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**LANGUAGE**

English

Malayalam