

**MADHURA J**

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## **CAREER OBJECTIVE**

Seeking a position in an organization which provides opportunities for professional growth and advancement to utilize the experience acquired in becoming a valuable team member in the field of Human Resource.

## **PROFILE SUMMARY**

- HR Recruiter with 2 years of experience in End to End Recruitment.

## **WORK EXPERIENCE**

**Company:** Accenture Services Pvt. Ltd

**Duration:** August 2016 to August 2018

**Roles and responsibilities:**

## **TALENT ACQUISITION**

- Hiring for Strategy in Accenture Management Consulting (AMC).
- Coordinate with the Hiring Managers for the clarity of Requirements.
- Develop the recruitment strategy to identify the right candidates.
- Initial resumes screening to check the suitability and short listing the right candidates as per the business requirement.
- Hiring through Job Boards(Naukri, IIM Jobs),Social Media (LinkedIn)
- LinkedIn: Experienced in Recruiter account.Sourcing the profiles, sending Inmails, jobs posting.
- IIM jobs: Experienced in Recruiter account.Sourcing the profiles, posting the Jobs.
- Industries: Having an experience in hiring for the industries like IT, Non IT.

## **STAKEHOLDER ENGAGEMENT**

- Interacting with the stakeholders for the clarity of requirements, pipeline movements.
- Weekly connect with them for Pipeline movements, Issues, Concerns and feedback of the profiles.
- Assisted in solving ER(Employee Referral) queries.

## **SCREENING**

- First level screening for direct profiles uploaded by candidates.

## **SCHEDULING**

- Scheduling the Interviews and Interview co-ordination.

## **REPORTING**

- PSS (Pending Skill Screening) Report: Publishing the tagging reports to stakeholders and internal team members using Excel on daily basis.
- Ad-hoc Reports: Based upon team requirements creating reports like MI, MOM, Etc.

## **SKILLS HANDLED:**

- **IT:** Java Developer, Manual Testing, Automation Testing, SQL.
- **Non IT :**
  - Instructional design, Graphic Design, Supply chain.
  - Financial Services: Risk management, Banking, Insurance.
  - Products: FMCG, Retail / E-Commerce.
  - Technology Consulting: Artificial Intelligence (AI), Cloud Consulting, RPA.

## **EDUCATION**

- MBA from Symbiosis Centre for Distance Learning,2017
- B.E from K.S Institute of Technology, Bangalore,2014
- PUC from Vijaya Composite PU College, Bangalore,2010
- SSLC from Carmel English High School, Bangalore,2008