

**SUPRITHA PEARL DSOUZA**

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**OBJECTIVE**

I would like to work for a well-reputed, well-placed organization, for learning various business practices especially seeking new challenges in the organization and give my best to it and to make a path where I can apply my acquired skills and knowledge contribute to the growth of the organization and grow parallel with it.

# WORK EXPERIENCE

Company name : **Mindtree Limited**

Job role : **Recruitment support**

(Mindtree delivers digital transformation and technology services from ideation to execution, enabling Global 2000 clients to outperform the competition. “Born digital,” Mindtree takes an agile, collaborative approach to creating customized solutions across the digital value chain. Mindtree is operating in India, Australia, Belgium, Germany, Netherlands, Singapore, UAE, UK, US)

**ROLES AND RESPONSIBILITIES**

* Ensure that all business operations of his function comply with policies and procedures.
* Adhere to company standards and promote culture among all the team.
* Responsible for end-to-end recruitment, starting from collecting and analyzing the requirements till joining.
* Posting the job requirements in different portals like Naukri, Shine, Monster and free portals like OLX, Indeed etc.
* Responsible for recruitment of manpower like, mobilization, negotiating on agreements with agencies based out in many countries.
* Assist in Screen the CVs and call the short-listed candidates for personal interview.
* Interacting with the candidates to understand their Capabilities, Strengths, Limitations etc.
* Shortlisting the Candidates.
* Scheduling the Interview for the candidates.
* Interview Co-ordination
* Tracking for the joining dates of the offered candidates.
* Negotiate with salary and joining time while socializing the offer to the candidates.
* Follow-up the candidates till they join the company and closing the position within a specified time.
* Handling joining formalities.
* Ensure all information’s and records of employees are regularly updated in HR system.
* Supervise on boarding process for all new employees to support the orientation to the culture and values.
* Responsible for counselling of employees and provide them necessary guidance to solve problems resulting in great productivity.
* Effectively handling day-to day queries and issues of employees arises due to any reason.
* Analyze and negotiate competitive price with travel agency and ensure timely and cost-effective arrangement of tickets to all employees travelling within and outside the kingdom.
* To liaise & negotiate with travel agents for settlement of invoices.
* Preparation of service agreement in line with offer letter and labor law. Ensure dully signed service agreement is handed over to employee and its copy is placed in his personal file for record.
* Ensure all employee grievances, issues are resolved effectively and thereby fostering an effective employer –employee relationship.
* Ensure all employees record are updated and maintained in personal files and software.
* Responsible for file management of all employees’ up-to date and safe.
* Handle and other administrative duties assigned by management.

# TECHNICAL EXPOSURE

* **Operating Systems:** Windows XP/07/08, Server (2003/2008 R2/2012), SQL Server (2000/2005)
* **Software: Excel,** Word, PowerPoint, MS Outlook, MS Lync,

# EMPLOYMENT SYNOPSIS

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Tenure** | **Organization** | **Designation** |
| 1. | November2013  to December 2016 | Mindtree Ltd. | Recruitment support |

**TRAINING RELATED EXPERIENCE**

## Technical Training

## Mindtree- .Net Training

* Undergone 4 Months **Campus Minds Learning Program** in .Net
* Duration from July **2013-Oct 2013**.

# SOFT SKILL TRAINING

* Business Etiquette.
* Professional Work Culture.
* Basics of Business English.
* Personal Effectiveness.
* Written Communication skills.
* Articulation skills.
* Effective Meetings.
* Presentation Skills.
* Telephone Etiquettes.

# CONTRIBUTION AND ACHIEVEMENTS

* Awarded as "**Outstanding Performer " from Mindtree**
* Service support and recruitment support for Avis-Budget Group.
* Won Prizes in the academic part almost every year at the school level
* An active participant in various fun & entertainment events in or outside the professional environment

# EDUCATIONAL SUMMARY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEGREE** | **INSTITUTE** | **UNIVERSITY** | **PERCENTAGE (%)** | **YEAR OF PASSING** |
| B.E (ECE) | SDM Institute of Technology,  Ujire | Visvesvaraya  Technological Institute | 77 | 2012 |
| 12th | Alva’s P.U.  College, Moodbidri | Karnataka pre-university  education Board | 79.83 | 2008 |
| 10th | Rotary English Medium High  School, Moodbidri | Karnataka State Secondary  Board of Education | 86.72 | 2006 |

**PERSONAL INFORMATION**

* Indian National born on August 20th, 1990.
* Gender: Female.
* Marital status: Married.
* Excellent communication skills in English, Hindi, Kannada, Konkani, Tulu.

## PASSPORT DETAILS

Passport no: R7679230

Issue date: 08-08-2017

Expiry date: 07-08-2027

Place of issue: Bahrain

## DECLERATION

I hereby declare that above furnished above are correct and true to the best of my knowledge.

**Note:** Reference available upon request. (**Supritha Pearl Dsouza)**