

PERSONAL DATA

Date of birth/ Place: 10th December 1991 in Düren, Germany
Nationality: German
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EDUCATION

09/2012- 02/2017 Bachelor of Business Administration
Fontys International Business School, Venlo, Netherlands
Major: International Business and Management

08/2014- 12/2014 Semester Abroad
VIT University Vellore, India
Major: Business Management

EXPERIENCE

EMEA Lead Recruiter- eClerx, London, United Kingdom

04/2019- present (Contractor)

- EMEA Lead Recruiter; first point of contact and responsible for all hirings in EMEA
- Manage the end to end Recruitment process
- Conduct and assess phone interviews
- CV screening, candidate selection, closing offers and ensure a successful candidate experience during the On-Boarding process
- Recruiting for Digital Marketing, Analytics, Customer Operations and Financial Market domain across EMEA
- Partner up with our EMEA leaders to fully understand the business needs
- Work closely with HR leadership and fellow recruiters to ensure that they are aware of any recruitment activity and provide support as needed, assisting in the coordination of other recruiting activities as needed
- Manage candidates and communications via our Applicant Tracking System to ensure data accuracy and real-time information for reporting and status updates
- Actively manage relationships with preferred suppliers and ensure supplier selection meet criteria around diversity and candidate experience.
- Support assessment and the interviewing process
- Coordinating the post-interview debrief meetings and providing debrief materials
- Identifying opportunities for improving candidate experience and scheduling efficiency

Recruiter EMEA - Booking.com, London, United Kingdom

11/2018- 04/2019 (Contractor)

- Manage the end to end Recruitment process of the multi-lingual Customer Service department across 9 sites in Europe
- Conduct and assess phone interviews
- CV screening, candidate selection, closing offers and ensure a successful candidate experience during the On-Boarding process
- Collaborate closely with the line managers throughout the assessment process to support and uphold best hiring practice
- Supporting the in-house assessment centers, following up with online scorecards
- Conduct face to face interviews, role plays and language tests during the assessment centers
- Maintain the recruitment database (Applicant Tracking System)
- Ensure all ATS requisitions are kept up to date and managed correctly

Redundant as of Acquisition- Technical Recruiter - CA Technologies, Datchet, United Kingdom
05/2018-10/2018

- Implementing the sourcing strategy and sourcing qualified candidates for open positions in a designated functional area
- Qualifying candidates for skill, cultural, and motivational fit, utilizing behavioral based approach and screening criteria
- Responsibility for being the first point of contact for candidates, delivering exceptional candidate care and ensuring that candidates are effectively pre-screened before inclusion into the recruitment process
- Assisting with development and implementation of candidate initiatives such as candidate newsletters, marketing campaigns, sourcing strategies
- Maintaining contact with existing talent pool candidates to obtain and capture up to date market intelligence and briefing them on potential current and future opportunities
- Maintaining timely and accurate information on all candidate interactions in the database
- Proactively pipelining talent and creating pre-qualified candidate talent pools

Human Resources Transaction Processing Associate - Accenture GmbH, Frankfurt, Germany
07/2017- 03/2018

- Personnel support for interns and working students
- Consulting the departments in the recruitment process of interns and working students
- Contract generation and modification, as well as extension, transfer and termination process
- Supporting the Global Career Program; Secondment
- Maintenance of the digital employee personnel files
- Processing of maternity/paternity leaves
- Data maintenance in SAP
- Collaborating with various internal interfaces and Accenture Service Centers
- Manage incoming enquiries and ensure all enquiries are handled in a timely and effective manner

Intern- Human Resources - Lufthansa AirPlus Servicekarten GmbH, Neu-Isenburg, Germany
09/2016-06/2017

- Management of employee data in the HR Software (iPersis)
- Responsible for the time management (ATOSS) and collaborating with the worker's council in regard to time management topics
- Leaver admin - facilitate sickness, deal with maternity/paternity and absence management
- Employee Services: Supporting the team in day-to-day HR topics for the employees
- Contract generation and modification, certificate creation
- Collaborating in the recruitment process/ Hiring and On-boarding

Intern- IT Consulting - KPMG, Essen, Germany
02/2016-06/2016

- Assisting the development of services offered in the field of ERP and CRM Consulting
- Establishment and management of a database for the lead generation as well as maintenance of the customer data
- Assistance in the product development and tender preparation for leading companies in the telecommunications sector in regard to consulting services within the project "Robotic Process Automation"
- Assistance in tender preparation as well as working independently on specific subjects in the field of IT-Consulting

Sales Analyst - Swadar Properties, Bangalore, India

02/2015-06/2015

- Customer acquisition; Lead generation
- Maintenance of customer data
- Supporting the development of the service portfolio
- Preparing presentations to various topics
- Collaborating with the marketing department
- Support in various marketing activities
- Interim PA to managing director

Customer Care Service - Multi Media Marketing, Viersen, Germany

10/2012-06/2014

- Inbound
- Complaint management and processing

General Manager - Branue S.C., Mini Company, Venlo, Netherlands

09/2013-06/2014

- Leading the student company
- Office Administration
- Scheduling/ Conducting weekly meetings
- Coordinating the workflow between the departments
- Collaboration with the Human Resources department
- Supporting and implementing various marketing activities
- Organization of the production process
- Assisting in the conception and realization of the product

Intern- Event Management - Wolff Dienstleistungen- Event Company, Düren, Germany

09/2011-08/2012

- Payroll/ Accounting
- Personnel planning and maintenance
- PA to managing director: E Mail Management, arranging travel, meetings and appointments
- Assistance in tender preparation
- Project/Event planning and controlling on site
- Support in various marketing activities

LANGUAGES SKILLS

Tamil native
German native
English fluent

PERSONAL INTERESTS

Travelling
Exploring
Photography

OTHER SKILLS

IT Skills: Microsoft Office, iPersis HR Software, MyTime HR Time Management, First Spirit, SAP, Greenhouse, JazzHR