

☎ 7760427256 ✉ shaila.l.math@gmail.com 📍 Bengaluru

With broad range of experiences as an educator looking to take career to new opportunities in the field with a reputed educational facility as a Refresher Teacher. To build a career in a teaching profession to help and motivate students in achieving their goals through my best knowledge and efforts.

Working as Freelance as a Teaching & Technical Recruiter. 04/2020 – till now Bengaluru

- Teaching CAD software's.
- Supporting few product based start up's & companies as a Technical Recruiter.

HR Coordinator & Recruiter
CADD MASTERS

- Training Cad software's , recruiting trained candidates based on their performance.
- Developed and maintained excellent working relationships with clients and candidates, resulting in a high level of customer satisfaction.
- Screened and interviewed candidates, resulting in a high standard of candidate experience.
- Provided regular updates to clients on the progress of their recruitment campaigns, resulting in a high level of client satisfaction.
- **Collaborating with Founders, Engineering Heads and TA head to understand the product needs & planning hiring strategy.**
- Worked for MNC Service based companies mainly in Cloud, Networking, Telecommunication Platform for Developer, testing, support etc. positions. Sourced and recruited candidates through various channels, resulting in a high volume of suitable applications.
- Oversaw a team of 5 individuals, providing mentorship and actively contributing to building the internal team.

CAD TRAINER
CADD CENTER

01/2014 – 02/2015

📍 Bengaluru

- Training software on AutoCAD, AutoCAD Electrical and Revit Architecture for students & trainers
- Trained college students at the college on CAD software's.
- Maintaining the code of conduct for trainers working under me.

Bachelor of Engineering - Electronics & Communication 2008-2012 📍 Bellary
Visvesvaraya Technological University (VTU)

Consistently achieved recruitment targets through effective strategies and resourcefulness.

Demonstrated written and verbal communication skills in dealing with clients, candidates and team members.

- Teaching
- Training
- Recruitment
- People Management
- Database Management
- Screening and Shortlisting Candidates

Managed and trained a team of 5 recruiters resulting in increased productivity and successful placements.

Received three promotions within a two-year timeframe.

LANGUAGES

Kannada
English
Hindi
Telugu