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* Well rounded and result oriented **HUMAN RESOURCE** **MANAGEMENT** professional.
* An accurate dependable professional with reputation for developing excellent relationships.
* Effective supervision of employees and problem solving skills.
* Recognizing and capitalizing on individual strengths to build strong management teams.
* Ability to manage multiple tasks without compromise of quality or productivity.

**ORGANISATIONAL EXPOSURE**

1. Company: **Esteem Contracting Interior Solution.**

Role: **HR Assistant.** FromDec - 2015 to present

**Key Responsibilities:**

Responsible for working closely with end clients on various construction and civil engineering programs. Creating detailed plans, monitoring/updating progress etc.

* Ensuring that all the assigned works are completed on time and within agreed budgets.
* Maintaining day to day operations and Employee relations
* Handling and managing reports (e.g. leave reports etc.)
* Supervising projects including house external contractors and sub contractors.
* Staff services (e.g. issuing of salary payslip , Prepare offer and confirmation letters etc.)
* Handle recruitment administration for staffing professional including interview scheduling

1. Company: **ADECCO INDIA PVT LTD.**

Role: H**R Consultant** from Sep – 2014 to Nov -- 2015.

**Area of Expertise:**

Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Team Handling, Reporting, Vendor Management, Sourcing, Interviewing, Campus Recruitment Client Handling, Salary Negotiation , Executive Hiring, Contract Recruitment, Team Management.

* Experienced in Volume/Mass Hiring and Skill Hiring
* Proficient in recruiting candidates from all levels Junior Level to Senior Level.
* Good experience of Campus Recruitment/ Off Campus Hiring.
* Experience in IT and ITES Recruitment.
* Possess excellent communications and interpersonal skills.
* Maintaining day to day operations and Employee relations
* Handling and managing reports (e.g. Leave reports etc.)
* Staff services (e.g. issuing of salary payslip, offer letter etc.)
* MS office (Excel, Win, word) skills.

**Key Responsibilities:**

* Recruitments utilizing various sourcing method like Web portals (i.e.Naukri, Monster and Times Jobs).
* Referring Internal Database, Employee referrals etc.
* Screening & short-listing candidates profile as per the requirements of clients.
* Co-ordinating with candidates for interview & conducting telephonic interview before short listing candidates.
* Interacting with candidate, doing initial screening. Understand their competencies & skill sets, making them understand job role.
* Providing complete, accurate, and inspiring information to candidates about the company and position.
* Preparing candidates for interviewing with the clients by providing detailed information about business strategy, job descriptions, and expectation.
* Arranging for personal interview on short listing, having good co-ordination with the client arranging the final interview. Co-ordinating with the company and with candidates after company selects the candidate.
* Performing detailed reference checking and/or reference analysis on selected candidates and reviews results with clients. Promptly informing the rejected candidates about the reason for the rejections
* Maintaining daily/ weekly/monthly reports such as interview status reports, closure reports & feedback reports.

1. Company: **Global innovsource pvt ltd.**

Role: **HR Consultant** from Jan – 2014 to Sep – 2014

**Area of Expertise:**

Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Team Handling, Reporting, Vendor Management, Sourcing, Interviewing, Campus Recruitment Client Handling, Salary Negotiation , Executive Hiring, Contract Recruitment, Team Management.

**ACADEMICS**

* **MBA (Human Resource and Finance Specialization)** from Sri Krishna college of Engineering and Technology. Coimbatore at the year **2014** with an Aggregate of **7.2 CGPA.**
* **BSC-Computer Science** from VLB Janakiammal College of Arts & Science Coimbatore at the year **2012** with an Aggregate of **6.0 CGPA.**

**SUMMER INTERNSHIPS**

* The project On “**ROOTS INDUSTRIES INDIA LIMITED**”.
* **Aim** : Over all organization study.
* **Duration**  : June 24 to Aug 2 (2013).
* **Roles and Responsibility**  : Worked as a student trainee in HR, Finance, Marketing and Production.

**RESEARCH REPORTS**

* To study the Analyze on **“A COMPARATIVE STUDY OF THE PERFORMANCE OF ELSS MUTUAL FUNDS IN INDIA”** in Share Wealth Securities (4months).

**INTEREST**

* Competency Mapping and Development
* Talent Management
* Strategic Management

**ADDITIONAL CERTIFICATE**

* Completed **Diploma in ID Grafx** in Civil at **CADD Centre Training Services.**
* **AUTO CADD**
* **3DS Max**

**ACADEMIC HIGHLIGHTS**

* Participated in **HR CONCLAVE** at **PSG Institute of Management.**
* Participated in the **business plan contest** held at Sri Krishna college of Engineering and Technology as a part of Coimbatore Vizha.
* Done a Research on **VELLALORE DUMPYARD** and presented a paper.

**PROFESSIONAL HIGHLIGHTS**

* Recruited candidates through **Job Fair** which was conducted by **Sikkim Manipal University (SME-DE)** at Coimbatore based on clients needs.
* Conducted **Placement Drive** in **UIT College of Engineering** on behalf of **Adecco India** and **Infosys Technologies** for the position of **Technical Support Engineer**.

**PERSONAL DETAILS**

* **Date of Birth**  : 02.08.1990
* **Languages Known** : English, Tamil, Hindi
* **Hobbies**  : Riding bikes, dancing.