**MANIKANDAN**

[**MANIKANDAN.373927@2freemail.com**](mailto:MANIKANDAN.373927@2freemail.com)

**OBJECTIVE**

# To continue my career with an organization that will utilize my MANAGEMENT, RECRUITING& ADMINISTRATIVE skills to benefit mutual growth and success

**CAREER ABRIDGEMENT**

* Worked with management to create HR policies and procedures; recruit employees; create group benefits databases; and develop orientation, training and incentive programs
* Supported managers through the full cycle recruitment and on-boarding process
* An effective communicator with excellent relationship management, interpersonal and negotiation skills

**ACCOMPLISHMENTS**

* Implement strategic organizational change to increase productivity and Employee Satisfaction
* Use data and analysis to solve real world HR problems

**ORGANIZATIONAL EXPOSURE**

**Human Resource Executive at Innova Solutions Inc.(CTS-IT) Since Nov’ 16**

**Key Roles and Responsibilities:**

* Well-respected professional who blends strong recruitment experience with a background in sales and Business Management
* Involved in full cycle Recruitment involving sourcing, identifying, and interviewing, screening and placing personnel in quick turnaround time in contract, contract with hire and permanent positions
* Experienced in performing needs analysis, requirements definition, consulting on sourcing strategies, recruiting, screening, scheduling interviews, reference checking, negotiating, making offers, creating contracts and closing candidates that can help actualize corporate missions etc
* Responsible for recruiting and maintaining good relationship with existing candidates of the organization
* Performed recruitment tasks by applying the policies, rules and procedures of the organization
* Performed orientations, on boarding and update records with new hire
* Assessed training needs and develop recommendation for new program
* Improving performance management by standardizing system across departments
* Responsible for internal and external HR related inquiries or requests and provide assistance
* Redirecting HR related calls or distribute correspondence to the appropriate person of the team
* Providing clerical and administrative support to HR executives
* Making an Impact on Employee Engagement Activities

**Human Resource at Innova Solutions Inc. (CTS-IT)**

* Background Verification for the candidates who got placed through us to our clients and taking care of joining formalities, Consultant Management, Timesheet Follow-up
* Initiating and managing BGC verifications and preparing reports and reporting to Management
* Handled all joining formalities and organized all documentation related to joining formalities and ensuring its due completion
* Responsible for the full documentation and submitting as per Check lists required by Clients.
* Executed contracts (Master Services Agreement) and Work order between the vendor company
* Co-ordinatingVendor & Client Letter for the vendor company
* Evaluating support letters like Port of entry letter, Invite Letter, Client Support Letter
* Improved strong knowledge on W2, Corp to Corp, 1099, tax terms
* Strong Knowledge on different US Immigration status (H-1B, GC, US Citizen, OPT, EAD, etc.)
* Verifying on collected documents (AOI,COI,I9,W9)from vendors for compliance purpose

**SKILLS**

* Exceptional communication and Recruiting skills
* The ability to follow instructions and deliver quality results
* Successful working in a team environment, as well as independently
* The ability to work under pressure and multi-task

**INTERNSHIP**

**Human Resource Management Trainee at Innova Solutions Inc. (CTS-IT), During MBA (2014-2016)**

* Managing the Employee Database System
* Compiling and updating Employee records (Hard and soft copies)
* Worked as a part on Accounts Payable and Receivable on Payment terms
* Worked on Employee Criminal and Misdemeanor, Fraud and Abuse checks

**ACADEMICS**

Master of Business Administration: 2014 to 2016

* Human Resource Management / Financial Management

Anna University, Chennai

Bachelor of Engineering: 2010 to 2014

* Electronics and Communication Engineering

Anna University, Chennai

**PERSONAL DETAILS**

* Date of Birth - 19th September 1992
* Nationality - Indian
* Visa Status - Visit Valid until 20th December 2017