
Career Précis

- An effective communicator combined with flexible & detail oriented attitude with ability to interact effectively with people and sustain a positive work environment towards the accomplishment of organizational goals.
- Possesses credibility & personal integrity that leaves impressions with decision makers, motivate employees and generate loyalty.

Skill Set

- Plan & Perform work in accordance with the process and to the agreed success criteria,
- Ensuring targets and performance levels are maintained within own area of responsibility.
- Completing team-related paperwork.
- Attending and participating in team meetings.
- Ensuring a clean, safe and friendly working environment.
- Ability to manage through others.
- Prioritising important tasks and ensuring they get done first.
- Proficient with MS Office technology.
- Friendly and upbeat attitude.
- **Team Management:** Recruiting and Imparting / organizing training programmes for achieving pre-planned business targets. Leading, training & monitoring the performance of team members to ensure efficiency in operations and meeting of individual & group targets.

Area of Expertise

- Completing Paperwork
- Managing Processes
- Joining and Relieving formalities
- Handling Complaints
- Staff Motivation
- Decision Making
- IT and Non-IT Staffing
- Domestic Recruitment
- Headhunting Specialist
- End to End Recruitment
- Used job boards like Nakuri, Indeed, LinkedIn, Monster and Shine etc...

Tools Used

- | | |
|-----------------|---------------------------|
| ➤ Mail chimp | ➤ Paybooks |
| ➤ Trello | ➤ Last Pass |
| ➤ Matrix (HRMS) | ➤ ATS Database management |
| ➤ Zoho | ➤ Slack |

Academic Projects

Project : A Study on customer awareness towards health hazards using machine coffee.”

Project Description: Machine coffee, also called soluble coffee and coffee powder, is a beverage derived from brewed coffee is commercially prepared by either freeze-drying or after which it can be re hydrated. Machine coffee in a concentrated liquid form is also manufactured. Advantages of machine coffee include speed of preparation (machine coffee dissolves machinely in hot water), lower shipping weight and volume than beans or ground coffee (to prepare the same amount of beverage), and long shelf life-though machine coffee can spoil if not kept dry.

Employment Scan

Organization : Konnect Analytics India

Designation : HR Executive

Duration : Jul 2023 - present

Key Responsibility:

- ✧ Developed and implemented HR strategies aligned with business goals.
- ✧ Led recruitment and on boarding processes to acquire and integrate top talent.
- ✧ Liaised between employees and management, addressing grievances and fostering a positive environment
- ✧ Managed performance appraisals and improvement plans for enhanced productivity
- ✧ Created and enforced HR policies compliant with labor laws and best practices.
- ✧ Administered compensation structures, benefits, and payroll, maintaining competitive benchmarks
- ✧ Coordinated training programs and leadership workshops for employee development.
- ✧ Ensured compliance with employment laws and managed required reporting.
- ✧ Utilized metrics and data analysis to drive HR decision-making and measure effectiveness.
- ✧ Supported change initiatives, ensuring smooth transitions and minimal disruption

✧ **Skills Recruited:**

ERP Consultant, Business Development Executive, Customer support, Technical Support, Java Developer, Telemarketing, Project Manager, Social Media Marketer, Personal Secretary.

Organization : Saasant Infotech Pvt Ltd

Designation : HR Executive

Duration : Oct 2021 to Dec 2022

Key Responsibility:

- ✧ Handled both IT and Non IT Recruitment
- ✧ End to end recruitment: Sourcing, Staffing, scoping, and on boarding candidates.
- ✧ Designed and maintained job postings on various social media sites and job portals
- ✧ Screening: short listing candidates sourced through portal (Nakuri, LinkedIn, Indeed and Social media) and validating them on their experience and schedule interview.
- ✧ Recruiting IT and Non IT Professionals
- ✧ Done Employee on-boarding process like (Document verification, issue offer letter, Confirmation and exiting formalities)
- ✧ Do Induction for new joiners
- ✧ Updating database

✧ **Skills Recruited:**

Java developer, .Net developer, Oracle developer, Wordpress developer, Manual & Automation Tester, PHP Developer, Mobile & Android developer, React developer, Front end developer, Technical support, L1 L2 & L3 engineer, SEO Analyst, Digital Marketing manager, Content Writer, NodeJs developer

Organization : ASM HR and BPO Solutions

Designation : HR Executive

Duration : January 2018 – Sep 2021

Key Responsibility:

- ✧ Done Domestic recruitment.
- ✧ Handled both IT and Non IT Recruitment
- ✧ Resourced domestic Job Portals like Monster, **Nakuri**, Indeed, Social Media, Referrals, Shine, LinkedIn, Fresher's world
- ✧ Handled End to End Recruitment
- ✧ Sourcing, Screening and do Telephonic Interview and arrange F2F Interview.
- ✧ Done Employee onboarding process like (Document verification, issue offer letter, Confirmation and exiting formalities)
- ✧ Handled Zoho CRM
- ✧ Conducting induction for new joiners
- ✧ **Responsible for** Sourcing CV's
- ✧ Headhunting specialist
- ✧ Source potential candidates by using job boards like jobsite, Total jobs, Monster uk, Reed uk, referrals, advertising and other resource pools
- ✧ Act as a research expert for functional areas by understanding functional hiring needs, position specifications and search requirements
- ✧ Making recruitment phone calls (Domestic and UK)
- ✧ Describing the work duties, salary and benefits of a particular vacancy
- ✧ Arranging interviews for candidates who have been short listed for a position
- ✧ Diary Management
- ✧ Email Management
- ✧ Database Management
- ✧ Impart the process knowledge to new joiners and train them for optimum performance

Organization : KGISL

Designation : Junior Sales Associate

Duration : August 2016 to November 2017

Key Responsibility:

- ✧ Handling incoming and outgoing call
- ✧ Handling the CRM
- ✧ Placing the orders
- ✧ Handling the Customers Queries

Education

- ↗ M.B.A [Human Resource & Finance] – Sri Ramakrishna College of Arts & Science, Coimbatore affiliated to Bharathiar University. 2019-2021 - 80%
- ↗ Bachelor Degree [CSE] – Tejaa Shakthi Institute of Technology for Women. 2012-2016 - 65
- ↗ P.S.G.R Krishnammal Hr.Sec.School for Girls Cbe-4 – 60%
- ↗ P.S.G.R Krishnammal Hr.Sec.School for Girls Cbe-4 – 82%
- ↗ Completed CCNA Networking and Switching Certificate course

Personal Vitae

Date of Birth : 17th Nov 1994
Address : E.16 Hudco Colony, VK Road,
Peelamedu, Coimbatore - 64100

Declaration

↗ I hereby declare the information provided above is true and correct to the best of my knowledge and belief.

Place : Coimbatore
Date :

Soundarya
Signature