

VISHALATCHI

Senior HR Executive and Generalist



6 Years



(+91) 9952336906



visasuki567@gmail.com



Profile Summary

5+ years experience in Recruitment and Business Department . excellent sourcing for various field like IT , No IT and Health care Sector. Postive mediator between candidate and Respective Management especially on Salary negotiation part. Team player and better focus on Management requirements. Out going individual with A pleasant personality.



Education

MSW, 2018

Bhartiyar University, Coimbatore

B.Sc, 2016

PSG College of Arts & Science,
Coimbatore

12th, 2013

Tamil Nadu, Tamil

10th, 2011

Tamil Nadu, Tamil



Work Experience

Oct 2021 - Jan 2025

Senior HR Executive and Generalist

MED India

- Managed doctors' requirements for medical colleges and hospitals across multiple states including TN, Kerala, Karnataka, Andhra Pradesh, and Maharashtra.

- Achieved an outstanding track record in meeting doctors' needs and implementing effective business tactics.

- Design compensation and benefits package

- Develop new HR policies and update the existing ones based on the company's values and ensure employees adhere to and comply with them

- Execute the employee's annual review procedures



Key skills

- Communication Skills
- Organisational
- Analytical
- Technical
- Interpersonal
- Discretion
- Problem Solving
- Adaptability
- Time Management
- Compliance
- Employee Engagement
- Attention to details
- Collaboration



Personal Information

City Coimbatore

Country INDIA



Hobbies

- Cooking
- Story telling
- Drawing



Languages

- English

- Tamil

- Counsel employees as required
- Conduct exit interviews to understand the reason for termination
- Organise events and conferences for employees
- Manage workplace safety issues and complaints
- Create and refer bonus program

Measure and understand employee retention and turnover rates

- Maintain HR procedures that comply with labour laws and regulations
- Monitor and keep track of HR metrics, for example, turnover rates and cost-per-hire
- Support and suggest improvements to the entire recruitment process
- Maintain and record employee attendance
- Oversee the company's employee termination process

Mar 2020 - Oct 2021

IT Recruiter

Freelancer

IT Recruiter

Mar 2020 - Aug 2020

HR Recruitment Professional

Innova Solutions

Mar 2019 - Mar 2020

HR Recruiter

Boats Corporate Pvt Ltd

1. Good Recruitment Experience in both IT and Non-IT.

2.Streamlined the recruitment process by implementing new sourcing strategies, resulting in a 30% reduction in time-to-hire and a 20% increase in overall candidate quality.

3. Conducted thorough interviews and assessments, leading to a 25% improvement in the employee retention rate within the first year of employment.

4. Utilized data-driven insights to optimize job postings, leading to a 40% increase in applicant volume and a 15% decrease in cost-per-hire.

Jan 2025 - Present

Assistant HR and Talent Acquisition Manager

Modern Dairy Machines

Recruitment and Onboarding

Managing the entire hiring process, from sourcing candidates to onboarding new employees.

Employee Relations

Addressing employee concerns, resolving conflicts, and fostering a positive work environment.

Benefits Administration

Managing employee benefits programs, including health insurance, retirement plans, and other perks.

Performance Management

Developing and implementing performance evaluation systems, providing feedback, and addressing performance issues.

Training and Development

Designing and delivering training programs to enhance employee skills and knowledge.

HR Policy Implementation

Creating and enforcing HR policies, ensuring compliance with labor laws and regulations.

Data Management

Maintaining accurate HR records, including employee information, performance data, and payroll.

Communication and Collaboration

Communicating HR policies and procedures to employees, collaborating with managers and other departments.



Internship

8 Months

HR Intern

Abirami hospital

Handling Candidate On boarding

Handling attendance process

Handling leave process

Preparing Job description based on Management Requirements



Certification

- <https://www.udemy.com/certificate/UC-2961ed5c-b127-4c26-b7f7-c1a881a6e1df/>

