

GOKULAKANNAN M

#6/5/34

Sathya nagar, Alagapuram,

Periyapudur, Salem,

Tamil Nadu,

636016

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CAREER OBJECTIVE:

To obtain a challenging career enhancement that will enable me to contribute, learn and grow up along with the organization with the help of my ability to integrate theoretical concepts and practical ideas & apply them to actual situations.

EDUCATIONAL QUALIFICATION:

Qualification	School/college	Board/University	Class/ Semester	Passing Year	Percentage/ CGPA
B.E (ECE)	Dhirajlal Gandhi College of Technology	Anna	3rd-8thSem	2018	5.96
Diploma (ECE)	CSI Polytechnic College, Salem.	Anna	1st- 6thSem	2015	78%
S.S.L.C	Sri Sarada Balamandir Hr. Sec School, Salem	State	10th Std	2012	54%

EXPERIENCE:

- Worked as **Operations Associate** in **Byjus India Private Limited**.(Feb 2022 - Mar 2023)
- Executing Procurement plans as per standards for corporate sellers, Small medium business and Global Vendor by co-ordinating with PO creation team, Credit release team, Logistics team to meet the business requirements

- Supporting a sales team of 40 members and guidelines of process for sales with sop by acting as Point of contact of campaign. Initiating the new process for sales support and guiding as per vendor policy
- Auditing the sales process with customer and controlling fake sales processes with LMS management system and Customer relationship management CRM.
- Attracts potential customers by providing clarification on product and service queries. Suggests information about other products and services.
- Resolves product issues (customer complaints) by clarifying the customer's complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, expediting correction or adjustment, and following up to ensure resolution.
- Maintaining proper relationship with customer queries and clearing tickets asap within a given period and processing KYC documents and verification of process.
- Troubleshooting issues for customers during video demo and upon installing the application.
- Lender worked with Aditya Birla Finance Limited, Incred, and Avanse for Loan process
- Tools working - Lead square, LMS and ameyo.

➤ Worked as a **IT Recruiter in Careernet Consulting.**(Oct 2021 - Jan 2022)

- Successfully recruited IT professionals for various positions, including software developers, system administrators, network engineers, and project managers.
- Utilized various sourcing techniques, such as Naukri, LinkedIn, job boards, referrals, and social media, to identify and attract top-tier candidates.
- Conducted thorough technical interviews to assess candidates' technical skills, experience, and cultural fit within the organization.
- Collaborated closely with hiring managers to understand their specific hiring needs and provide valuable insights on market trends and candidate availability.
- Managed the end-to-end recruitment process, from initial candidate screening to negotiating job offers and on boarding.
- Maintained and updated applicant tracking system (ATS) with accurate candidate information and recruitment data.

➤ Worked as **Title Searcher in Knowledge Splice Private Limited.**(Oct 2020 - Oct 2021)

- Conducted comprehensive title searches for residential and commercial properties, ensuring the accuracy of ownership and encumbrance information.
- Utilized various public records, including deeds, mortgages, liens, judgments, and tax records, to verify property ownership history and identify any potential title issues.
- Collaborated with attorneys, real estate agents, and other stakeholders to address any title issues and facilitate smooth property transactions.
- Prepared detailed title reports outlining search findings and recommended actions to resolve title defects.
- Utilized title search software and databases to streamline the research process and improve efficiency.
- Hands on experience in Update Search, Current Owner Search and Two Owner Search.

- Tools - Data Trace, Online Search.
- Worked as **US IT Recruiter** in **Innovalus Technologies Private Limited**. (Feb 2020 - Aug 2020)
- Successfully recruited IT professionals for various positions, including software developers, system administrators, network engineers, and project managers, within the US job market.
- Utilized various sourcing techniques, such as LinkedIn, job boards, referrals, and social media, to identify and attract top-tier US-based candidates.
- Conducted thorough technical interviews to assess candidates' technical skills, experience, and cultural fit within the organization.
- Collaborated closely with hiring managers to understand their specific hiring needs and provide valuable insights on the US IT job market and candidate availability.
- Managed the end-to-end recruitment process, from initial candidate screening to negotiating job offers and onboarding.
- Maintained and updated applicant tracking system (ATS) with accurate candidate information and recruitment data.
- Sourcing Tools –Monster and Dice.

SKILLS:

- Technical Recruitment
- Candidate Sourcing
- Interviewing and Evaluation
- Applicant Tracking Systems (ATS)
- Relationship Building
- Title Search and Examination
- Research and Analysis
- Legal Documentation Review

ACCOPMLISHMENTS:

- “**Automated Room cleaning Robot**” as a major project during my Diploma course.
- “**Eddy current Brake**” as a part engineer’s day program.
- Team member in “**Bomb & metal Detector tech**”

EXTRA CURRICULAR ACHIEVEMENTS:

- **Won 2nd** prize in the years 2017, 2018 in Table Tennis Zonal region.
- Undergone various online spoken English classes- Open English, Alison, Future learn, Coursera.

PERSONAL INFORMATON:

Father’s Name	: Mani
Mother’s Name	: Padmavathi

Gender	: Male.
Nationality	: Indian.
Date of Birth	: 06-01-1996
Blood Group	: A Positive.
Linguistic Proficiency	: English & Tamil
Hobbies	: Travelling, listening music.

STRENGTHS:

- Enthusiastic and Resourceful personality.
- Hard Working & highly self-motivated and good listening skill.
- Easily adaptable.
- Good team player.
- Team management

DECLARATION:

I hereby declare that the above furnished details are true and correct to my knowledge.

Place:

Date:

(GOKULAKANNAN)

