

MARY MAGDALINE.V

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OBJECTIVE

Result-Oriented professional with 2.8 years of experience in Talent Acquisition, Strategic Hiring, Recruitment & Selection Planning and experience in working in a Fast-Paced Startup Environment and setting up the process in hiring from the scratch till the Leadership Level.

CAREER SUMMARY:

- Recruitment / On-Boarding / Joining.
- Work with the hiring managers on understanding their requirements and helping in building teams to meet their needs across different verticals.
- Work closely with the leadership team in making the hiring process more efficient and a smooth experience for the candidates.
- Managing a healthy pipeline of candidates against all the demands.
- Ensured right Compensation and Band structure as per company's norms and rolling out offers.
- Managing onboarding and initiated "Buddy Program" which helped new joiners get accustomed to the culture and company policies manual.
- Conducting Pre & Post Background verifications by self via online checks, email and call.
- Preparation of Various QC Reports like Recruitment Report for weekly and daily
- Responsible for handling end to end recruitment right from sourcing till joining.
- Initial screening of the resumes as per the requirements / telephonic screening / Zoom, briefing the candidates about the job profile, salary package, organization etc.
- Preparation of Various reports like Recruitment Report, Weekly Report & Daily Report.
- Verifying the complete documents of the candidate with reference to their work experience, academic qualifications and other documents to initiate the background check of the applicants for Offer Process post selection.
- Coordinate with the candidates from offer till their joining to ensure zero dropouts.
- Enabling supply of profiles for the business based on the requirement and moved for screening.
- Coordinating End to End Recruitment activities sourcing, calling candidates, scheduling interviews with the technical panel, HR interview coordination and follow up till onboarding.
- Responsible for maintaining Time Management and Attendance Management for employees across the teams.
- Conducting exit interviews for the employees to get feedback and communicate to the management which will help in fine tuning any process in the organization.

WORKING EXPERIENCE:

- Worked as a Recruiter and Administration Executive in Solto, Coimbatore (February 2020 – September 2022).
- Worked as a Processor Associate in Vitae International Accounting Services Private Limited, Coimbatore (June 2015 - Nov 2018).

ACADEMICS:

- PG: M.Com – Providence College for women, Bharathiyar university Coimbatore Year of passing – 2015, Percentage of marks - 78%
- UG: B.Com - Providence College for women, Bharathiyar university Year of passing – 2013, Percentage of marks - 65%

ABOUT MYSELF:

- Extremely enthusiastic person.
- Self-Motivated Person with strong communication skills, an ability to learn new things quickly and work as a team.
- To Work for an organization which provides me the opportunity to improve the skills and knowledge to grow along with the organization objective.

PERSONAL DETAILS:

- Date of Birth: 25th May 1993
- Nationality : Indian
- Languages known: Tamil, English.
- Marital Status: Married

DECLARATION

I, Mary Magdaline V do hereby confirm that the information given above is true to the best of my knowledge.

Place: Coimbatore

Date:

[Mary Magdaline V]