

RESUME

GOVINDARAJ S
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Ananthimedu,
Sathamangalam post
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CAREER OBJECTIVE

To seek a challenging and growth oriented job where I can enhance my skills, develop my creativity and put my maximum efforts on the job assigned and take an active part in organizations development.

EDUCATIONAL QUALIFICATION

QUALIFICATION	NAME OF INSTITUTE/ UNIVERSITY	YEAR OF PASSING	PERCENTAGE
MBA (HR) Bharathidasan University	Srinivasan College of Arts and Science, Perambalur	2020	63%
B.Com (BM) Bharathidasan University	Srimad Andavan Arts & Science College, Trichy	2018	65%
HSC	Govt Hr Sec School, Lalgudi	2015	62%
SSLC	Govt Hr Sec School, Lalgudi	2013	60%

WORKING EXPERIENCE

Company: kathir hospital

Duration. : Jun 2023

Role : Hr generalist

Responsibilities:

➤ **Recruitment:**

Healthcare recruitment or healthcare hiring is the process of identifying, assessing, Shortlisting and on boarding talent best suited for the healthcare industry. It involves hiring suitable candidates for roles ranging from nurses, physicians and surgeons to IT (Information technology) engineers, administrators and cleaning staff.

➤ **Employee Grievance:**

Hospitality employers need to provide mechanisms that allow for wronged employees to submit their complaints investigate and reach a resolution.

➤ **Employee Relation:**

Human resources managers in the hospitality industry must ensure that employees are motivated, productive, and satisfied with their jobs.

➤ **Time Management:**

Tracking employee attendance in hospitality is essential as it enables you to identify time theft. so, for that we are using attendance software.

Company: DSM Soft (P) ltd.

Duration: Nov 2022 to Mar 2023

Role. : Hr Executive

Responsibilities:

➤ Recruiters help Companies hire people for open IT Positions.

➤ As a Recruiter, you'll seek out Candidates who have the specific skills an employee wants, such as programming skills or technical expertise.

➤ **Sourcing Candidates:**

Recruiters may work on attracting applicants passively, or may actively reach out to Prospective employees individually (Candidates get through on networking social media sites Such as Naukri and indeed)

➤ **Screening Candidates:**

Once an individual expresses interest and enters the Application process, recruiters screen the candidate for the client company's job requirements and qualifications, as well as checking to ensure a good fit with company culture.

➤ **Arranging Interviews:**

If the candidates pass the initial stage of assessment, the recruiter arranges interviews between the job candidate and key staff within the client company.

➤ **Coordinating Compensation Packages:**

After the decision is made to offer the position to the candidate, the recruiter explains the compensation package the company is offering and helps navigate any negotiation over salary and other benefits.

Company: Culminant Outlook Consultancy

Duration: April 2022 to Sep 2022

Role: IT Recruitment

Responsibilities:

- Information Technology (IT) Recruiters help Companies hire people for open IT Positions.
- As a Recruiter, you'll seek out Candidates who have the specific skills an employee wants, such as programming skills or technical expertise.

- **Sourcing Candidates:**

IT Recruiters may work on attracting applicants passively, or may actively reach out to Prospective employees individually (Candidates get through on networking social media sites
Such as Naukri)

- **Screening Candidates:**

Once an individual expresses interest and enters the Application process, recruiters screen the candidate for the client company's job requirements and qualifications, as well as checking to ensure a good fit with company culture.

- **Arranging Interviews:**

If the candidates pass the initial stage of assessment, the recruiter arranges interviews between the job candidate and key staff within the client company.

- **Coordinating Compensation Packages:**

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Company: Axis Bank

Duration: Oct 2020 to Apr 2021

Role: Junior Relationship Officer

Responsibilities:

- Generate new customer's leads through various channels.
- Proactively identify sales prospects and conduct business development activities.
- Follow up on new leads and referrals to generate Business.
- Achieving the monthly sales targets, Cross sell assets and fee products.

LANGUAGES KNOWN

- Tamil
- English

PERSONAL PARTICULARS

Name	:	GOVINDARAJ.S
Father's Name	:	Mr. R. Selvaraj
Gender	:	Male
Date of Birth	:	10.06.1998
Nationality	:	Indian
Religion	:	Hindu
Marital Status	∴	Married
Mobile No	:	7708648017

DECLARATION

I hereby declare that the above Information given by me are true to the of my knowledge and if I given a change to work. I will discharge my duties to the entire satisfaction of my superiors.

Place:

Date

Yours faithfully

(GOVINDARAJ.S)