

Allwin
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Dear Hiring Manager / Recruiter,

I am writing to express my interest in joining your esteemed organization as a member of your team. With a strong background in Human Resource activities, I am confident in my ability to contribute effectively to your organization.

Throughout my career, I have developed valuable skills in Talent Acquisition and Retention, Training and Development, Passionate About Lifelong Learning and Growth, Employee Engagement and Productivity. My experience includes overseeing various aspects of end-to-end recruitment including client relations and team handling. I am committed to staying abreast of industry trends and best practices, and I thrive on the opportunity to lead HR initiatives that drive positive change and foster a supportive and inclusive work environment.

I am drawn to your company because of its commitment to fostering a supportive and inclusive workplace culture. I admire the emphasis placed on employee well-being, professional growth, and diversity initiatives. I am excited about the opportunity to contribute to Company's success and be part of a dynamic team.

As you may have seen, that I have worked in the previous organization for only short span of time. I have a valid reason for each of my action. The reason for the relieving V Dart is because of the distance from my home and that is why I changed to Smart IT Frame. I was really do my work in effective manner there, but due to my personal health I have to leave this distinguished firm to admit myself for my full recovery. The internships were done for not just to leave any employment gap in the profession.

Thank you for considering my application. I am eager to learn more about potential opportunities at your distinguished firm and how I can contribute to your team. Please find my resume below for your review.

I am looking forward to the possibility of contributing to the success our company and would be thrilled to further discuss how my background and skills align with the needs of your team. Thank you for considering my application.

Sincerely,

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ALLWIN RUFUSE

OBJECTIVE To secure a challenging position where my skills contribute to success and growth, fostering innovation and leaving a positive impact. Motivated Human resource specialist with 2+ years of experience and a strong background in end-to-end recruitment and HR responsibilities. Committed to driving talent development and retention along with continuous learning and professional development and delivering impactful results within a fast-paced environment.

SKILLS & ABILITIES

- ❖ Proactive sourcing on diverse platforms.
- ❖ Crafting a compelling employer brand.
- ❖ Efficient use of Applicant Tracking Systems.
- ❖ Championing inclusive hiring practices.
- ❖ Successful offer negotiation.
- ❖ Prioritizing.
- ❖ Flexibility in evolving landscapes.
- ❖ Strong candidate and Vendor relationships.

EXPERIENCE **HR INTERN, THE HIRING COMPANY**

Oct 2023 – Present

- Utilized various job portals such as Naukri, LinkedIn to identify potential candidates.
- Conducted keyword searches and refined search criteria to target suitable profiles.
- Initiated contact with potential candidates through email or phone, providing information about the job opportunity.
- Communicated effectively to create a positive first impression of the organization.
- Conducted pre-screening interviews to assess candidates' qualifications, skills, and cultural fit.
- Maintained a well-organized candidate pipeline, tracking the progress of each candidate through the recruitment process.

HR INTERN, INPAC TIMES (ASIANA PVT LTD)

Sep 2023 – Nov 2023

- Assisted in the recruitment process by sourcing candidates, reviewing resumes, and participating in initial interviews.

- Conducted initial screening interviews to assess candidate qualifications and alignment with job requirements.
- Evaluated resumes and applications to identify candidates suitable for further consideration.
- Contributed to the development of job descriptions and postings.
- Aided in the onboarding process, ensuring new hires had a smooth transition into the organization.

TALENT ACQUISITION EXECUTIVE, SMART IT FRAME

Oct 2022 – July 2023

- Great recruiting experience in, Source, screen, interview and select qualified applicants for various IT requirements.
- Managing/Administrating a team of 5-6 members and assigned them the suitable requirements.
- Responsible for preparing review reports, recruitment reports, and submitting to the Management.
- Responsible for the full recruitment life cycle; including checking references, negotiating pay.

US IT RECRUITER, VDART

Oct 2021- Sep 2022

- Manage the entire life cycle of the recruitment process for clients in the US.
- Work closely with the Recruiting leads and hiring managers. Work on strategic global hiring programs.
- Develop an action plan for recruiting the best fit for the organization. Procure people for different IT Requirements.
- Expert in Outlook, Ceipal, Dice, Monster, Carrier builder, MS Word, Excel, LinkedIn Sourcing.

EDUCATION

Bachelors of Engineering in Mechanical engineering
Anna University, BIT Campus, Trichinopoly, Tamil Nadu

Graduated: April 2021

Relevant Coursework: Fluid Mechanics, Machine Dynamics and Designing using AutoCAD, Catia, SolidWorks, ProE

Master of Business Administration in Human Resource
Pondicherry University, Pondicherry, India

Graduated: 2024

Relevant Coursework: Strategic HR Management, Diversity and Inclusion

CERTIFICATIONS

Human Resource Certification (<https://www.linkedin.com/in/allwin-rufus-ar8/details/certifications/>)

- HR Analytics
- HR Generalist and payroll x
- HR Recruitment

ChatGPT for HR (<https://www.linkedin.com/in/allwin-rufus-ar8/details/certifications/>)

Excel beginner and intermediate courses
(<https://www.linkedin.com/in/allwin-rufus-ar8/details/certifications/>)

Personal Development certifications from LinkedIn
(<https://www.linkedin.com/in/allwin-rufus-ar8/details/certifications/>)

REFERENCES

KUMKUM

HR Team Leader, INPAC Times (Asiana PVT Ltd)

MURALIRAJAN D

Team Lead, Smart IT Frame