

# EZHILARASE.G

## HR Recruiter & Executive

☎ 9944408135   @ ezhil.arase373@gmail.com   📍 Coimbatore

DEDICATED EXECUTIVE WITH EXCELLENT EXPERIENCE IN INDUSTRY. MAINTAINS PROFESSIONAL APPEARANCE AND DEMEANOR AND EXPERTLY COMPLETES ASSIGNED TASKS WITH FOCUS ON QUALITY. UNDERSTANDING RECRUITING DEMANDS, SPECIFIC SKILL PROFILE TO MEET BUSINESS DEMANDS AND ISSUE RESOLUTION DURING ONBOARDING PROCESS.

DEPENDABLE AND QUICK-LEARNING TEAM PLAYER WITH EFFECTIVE COMMUNICATION AND ORGANIZATION SKILLS.

### EXPERIENCE

#### HR Executive

##### Asia HR Consultant

📅 12/2015 - 01/2017   📍 Chennai

- Provide hiring managers with complete applicant files. Managing Test and interview results forms.
- Ensure quality and completeness of recruit's file.
- Assist in production of offer letter and create contract management.
- Provide operational day to day support to Global Business Partners
- Able to work effectively and remotely in multiorganization

#### Human Resource Assistant

##### TICL

📅 01/2017 - 03/2019   📍 Chennai

- Co-ordinate with Internet Service delivery regarding dropping & payments. Raise PO for droppings and track the same till the work is done for Business process development and Internal change requests
- Maintain bills received from the ISPs and track payments till the payment made. Organize meetings with service providers & vendors like Airtel, Tata, and Reliance. Support with NOC team (Network Operation Centre).
- Hiring and Onboarding employees. Maintain excel for Attendance, Payments, and Link Delivery. Handling onboarding of new recruits. Responsible for timely recruitment of personnel across all departments
- Strong collaborative, analytical & maintains employee's work schedules in timely, accurate manner and payroll. Organizing annual meetings with stakeholder management.

#### HR Executive & Recruiter

##### TVS Emerald

📅 03/2019 - 02/2022   📍 Chennai

- Conducting Interviews, test, provide feedback about the candidates and Maintain functional and system documentation for workday. .
- Support with the Business partners to meet the recruitment target for special projects. Maintaining the daily tracker report and reporting to the concern team.
- Onboarding the new hires and conducting frequent sessions & provide clarifications to the employees for better work environment.
- Deployment of employees based on the business needs & Projects. Implementation of recruitment metrics, retention & review process on the employee separation.

#### Career Advisor

##### Imarticus Learning

📅 07/2022 - 03/2023   📍 Chennai

- Scheduling tele-counseling appointment and following-up with candidates for registrations.
- Conducting bulk recruitment for sourcing in Investment banks, retail banks & Data Analytics firms. Onboarding the new hires and launch their initial training process through the SPOC.
- Ensure Traction from existing employees for getting references and sharing their profile to the recruiting clients.
- Conduct preliminary test and interviews with hires to gauge interest and salary requirements. Getting social media reviews from new joiners and proposed learning program for them based on their profile

### GRADUATION

#### Bachelors of Engineering in Electronics and Communication

##### Paavaai Group Of Institutions

📅 2010 - 2014

### SKILLS

#### Career mentoring

#### Team Building activity and planning

#### Talent management

#### Team work and collaboration

#### Leadership Development

#### HR strategy & Regulatory Compliance

#### Microsoft excel and tools

#### Change management