

## Summary

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- Having 6 months of Experience of Recruitment Executive ,Technical experience in Recruitment and hiring process.
  - An experienced and qualified employee with a proven track record in sourcing and acquiring new talent. Skilled in interviewing, screening, and evaluating candidates. Proven ability to build and maintain relationships with potential candidates.
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## PROFESSIONAL EXPERIENCE

- Worked as Recruitment Executive in **Dr. Aravind's IVF Hospital** from June 2023 to Dec 2023.

## ACADEMIC QUALIFICATION:

- MSW(HR) – With secured and aggregated 79% from Arignar Anna Govt ArtsCollege, Musiri in 2023.
- B.Sc(Computer Science) – With secured and aggregated 72% from - Srimad Andavan Arts And Science College in 2018.

## RESPONSIBILITIES

- Analyzing the requirement of organization.
- Analyze the qualify people and contact them through phone, Email.
- Maintain the existing employees and take the feedback from them.
- Assist the accounts department for making the salaries of employees.
- Make the coordination with various departments. Train the new employees
- Present the suggestions for the seniors of employees and implement their order.
- Recruitment, hiring and employee relations in departments and Arranging for technical panels and coordinating at all levels of Interviews.
- Sourcing CVs from various channels such as referencing, company's own database, Job Portals i.e. Monster, Naukri, and networking tools such as LinkedIn.
- Organizing employee engagement programs, employee safety, welfare, wellness and health programs.
- Handling the payroll, compensation and benefits administration.
- Providing leadership, management, coaching, monitoring and direction to the employees to achieve targets.

**PROJECT DETAILS:****Project: JOB SATISFACTION AMONG EMPLOYEES****Company: Vedam Milk Factory, Trichy.****Project Contribution:**

- Monitored and analyzed employee performance provided beneficial HR support. Evaluated salary increases and communicated and supported.
  - The Human resource managers and executives with various tasks as assigned Awarded employee of the month for executing all goals and objectives and achieving extraordinary results.
  - Preparing 40 questionnaires for every employee such as present salary, work environment, safety measures, and training programs.
  - Managed 100% of employee hiring, scheduling, and training of twenty employees per shift.
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**Certification:**

- I have completed **Talent Acquisition & Hiring** in Udemy Feb 2024.
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**Personal Details:**

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