

Marappan Erannan

BBA graduate with a strong grasp of business principles, adept at applying theory in real-world scenarios through internships. Possesses analytical skills, effective communication, and a proven ability to excel in fast-paced environments. Eager to contribute enthusiasm and a commitment to excellence to a dynamic organization, leveraging academic and practical skills. Seeking challenging opportunities in management, business, human resources, and marketing.

Work Experience

HR Generalist Project Intern, Altimetrik (Internship), Bengaluru

June 2022 - October 2022

- Collaborated with the onboarding team and L&D team throughout the tenure, ensuring smooth integration of new hires and facilitating ongoing learning initiatives.
- Provided valuable support to senior managers and HR Business Partners (HRBP's) by assisting with various tasks, showcasing versatility and adaptability.
- Managed a high volume of 240+ telephonic calls in a single business day, demonstrating strong communication skills.
- Acted as a Single Point of Contact (SPOC) for 70+ new hires, fostering a supportive environment during their onboarding process.
- Engaged in the damage control process, showcasing problem-solving abilities in crises.
- Conducted mass emailing and connected with 300+ employees for L&D purposes, emphasizing communication for development.
- Scheduled meetings, supported webinars, and skills development sessions, showcasing organizational skills.
- Created and managed groups on social media platforms (WhatsApp, Telegram, Microsoft Teams) for enhanced communication and collaboration.
- Involved in recruitment and sourcing activities, contributing to the hiring process.
- Conducted document checking and managed joining formalities, ensuring compliance with HR processes.
- Gathered and organized data, contributing to efficient HR operations.

Talent Acquisition Executive, Taglynk Career Private Limited (Internship), Bengaluru

April 2022 - June 2022

- Conducted comprehensive sourcing, screening, and shortlisting of profiles on leading job portals, aligning with specific job requirements.

Personal Info

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hrmara007@gmail.com
Namakkal, 637002, India
Nationality
Indian
Driving License
India
Date of birth
24 January 1998

Links

[LinkedIn](#)

Skills

Communication
● ● ● ● ●
Problem-solving
● ● ● ● ●
Human Resource
● ● ● ●
Microsoft Office
● ● ● ● ●
Google Tools
● ● ● ● ●
Power BI
● ● ● ● ●
Recruitment
● ● ● ● ●
Business Analytics
● ● ●
Work ethic
● ● ● ● ●
Entrepreneurial Thinking
● ● ● ● ●
Interpersonal skills
● ● ● ● ●

Languages

Tamil
● ● ● ● ●
English
● ● ● ● ●

- Initiated cold calls and performed initial screening rounds to evaluate candidate suitability.
- Orchestrated the end-to-end interview process, including scheduling and coordination to ensure a seamless experience for both candidates and interviewers.
- Gathered and maintained detailed candidate data, contributing to a well-organized and accessible database.
- Contributed to employer branding efforts, presenting a positive image of the organization to potential candidates.
- Created, updated, and maintained job descriptions, ensuring accuracy and alignment with organizational needs.
- Managed data and generated reports, providing valuable insights for decision-making and tracking recruitment metrics.
- Managed the candidate and recruitment pipeline, ensuring an efficient and structured flow throughout the hiring process.

Human Resource Intern, INGLU GLOBAL (Internship)

August 2021 - October 2021

- Sourcing and candidate pipeline
- Telephonic Interview
- Employer Branding
- Data gathering
- Management Recruitment

Education

Bachelor of Business Administration, Karpagam University

June 2016 - May 2019

- Business Management - Business Development, Project Management.
- Human Resource - Strategic HR planning, Organizational Development, Employee Relations.
- Marketing and Digital Marketing-Consumer Behavior, Market Research
- Entrepreneurship - Business Planning, Innovation, Small Business Management.
- International Business - International Trade, Cross-Culture.
- General Management - Hospitality Management.
- Finance - Financial Resources & Market.

PGDM-HR, Jagdish Sheth School of Management

June 2020

Dropped out the PGDM- HR due to financial Issues at the family.