

CONTACT

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EDUCATION

2019

MBA (HR & SYSTEMS)

Bharathidasan University

2017

BCA

Bishop Heber College

2014

HSC

St.Joseph's College Hr.Sec.School

SKILLS

- HR Strategy and Planning
- Recruitment and Talent Acquisition
- Candidate Sourcing and Screening
- Onboarding and Orientation
- Team Leadership and Mentoring
- Attendance & Payroll Management
- Relationship Building
- Employee Engagement
- Training and Development
- HR Policies and Compliance
- Performance Management
- Employee Referral Programs
- Digital Marketing
- Client Communication
- Direct Marketing
- Time Management
- Decision Making
- Critical Thinking

SUBRAMANI S

Sr.HR EXECUTIVE

OBJECTIVE

Dedicated and results-driven HR Recruiter with 4 years of comprehensive experience in both IT and Non-IT recruitment. Proven ability to source, screen, and place top-tier talent, while also ensuring compliance with company policies and industry regulations. Adept at building strong relationships with hiring managers and candidates to achieve organizational goals. Seeking an opportunity to leverage my expertise to contribute to a dynamic organization's talent acquisition efforts.

PROFESSIONAL EXPERIENCE

Sr. HR & Marketing Executive (Team Lead)

Sri Sai Tech and HR Solutions – Feb 2023 – Till Date

Responsibilities :

- Successfully managed end-to-end recruitment processes for IT and Non-IT positions, including job posting, candidate sourcing, screening, interviewing, and offer negotiations.
- Collaborated with hiring managers to define job requirements and create compelling job descriptions.
- Conducted initial screenings, interviews, and assessments to evaluate candidates' qualifications and cultural fit.
- Actively searching for potential candidates and Coordinating and scheduling interviews with hiring managers.
- Developed and maintained relationships with external recruiting agencies, job boards, and educational institutions to attract top talent.

Marketing Activities :

- Identified and developed new business opportunities by researching and targeting potential clients in the HR consultancy sector.
- Assisted in developing and executing marketing strategies to promote our company services and build brand awareness.
- Cultivated and maintained strong client relationships through effective communication, client meetings, and exceptional customer service.
- Created and managed content for the company's website, social media profiles, and email marketing campaigns to enhance online visibility and engagement.
- Assisted in the development of marketing collateral, including brochures, presentations, and promotional materials.

LANGUAGE

- English
- Tamil

TRAINING & CERTIFICATES

- Training and Certificate on **Ultimate Field Guide to an HR Career** in Udemy.
- Training and Certificate on **Becoming A Recruitment And Selection Specialist** in Udemy.
- Training and Certificate on **Crash Course in HRM** in Udemy.
- Training and Certificate on **Planning for Data Collection** in Udemy.
- Training and Certificate on **Effective Email Communication: Mastering the Basics** in Udemy.
- Training and certificate on **Digital Marketing** provided by Google Digital Unlocked.
- Participated in the workshop on **Hardware & Networking** workshop organized by SS Soft Solution.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Sr. HR Executive (Team Lead)

Srivango Technologies – Jan 2022 – Nov 2022

Responsibilities :

- Lead and manage a team of recruiters, overseeing end-to-end recruitment processes for IT and Non-IT positions, including job posting, candidate sourcing, screening, interviewing, and offer negotiations.
- Play a key role in reducing time-to-fill positions by optimizing recruitment processes and maintaining a strong candidate pipeline.
- Managing 10+ Employees, monitoring their performance, and leading them to achieve daily targets.
- Coordination with Clients and understanding their requirements, defining job positions.
- Managing system database, emails, spreadsheets, and necessary reports for critical analyses of the HR function.
- Support the whole recruitment process, ranging from sourcing, managing the pipeline, resume screening, scoring tests, arranging and conducting an interview, communicating with line managers, and offer negotiation.

HR Executive (Team Lead)

SENZ Developers – Jun 2019 – Nov 2021

Responsibilities As Lead :

- Managed 5+ Employees monitored their performance and ensured the team's progress.
- Coordination with Clients and understanding their requirements, doing job postings, and shortlisting the resumes based on the job requirements.
- Tracking team attendance, maintaining leave records, and Compilation and processing of attendance data in the attendance system.
- Preparing Monthly salary, leave calculation, and employee Benefits for Team.

Responsibilities As Recruiter :

- Full Cycle Recruiting Sourcing/Candidates generation/Cold calling/Marketing/Research/Interviewing/Assessments/Presentation/Negotiation and Closing.
- Coordination with the Technical Panel and understanding their requirements, defining job positions.
- Resourcing, screening, and shortlisting resumes through various job portals and internal references.
- Advertising vacancies, screening, and finding suitable resumes.
- Responsible for recruiting and hiring IT professionals.