

# NEERAJA RAMALINGAM

HR RECRUITER

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Coimbatore, TN

Attentive and communicative **Human Resource TA Executive** with 1 year of experience. Experienced in dealing with End to end Recruitment Process along with Personal records management, Compensation and benefits of employee relations.

## WORK EXPERIENCE

### **HR Generalist cum Recruiter**

*Techies Gate*

11/2022 - Present

- Recruitment & Employee Referral Management
- Handled End to End IT recruitment.
- LinkedIn Content Management
- Technical Recruitment & HR Marketing
- Interview & Career Counseling
- Hiring done for the skills like Bigdata, Cloud architect,
- Devops, Oracle, .Net, Springboot, Scrum master, Selenium, Salesforce, Angular etc.

### **Talent Acquisition Executive**

*Texila American University consortium*

03/2022- 08/2022

- Recruitment & Employer Branding with LinkedIn.
- Personal Brand Management on LinkedIn.
- Assess candidates to ensure qualification match, cultural fit, and compatibility.
- Oversee internal and external communication, making sure that our company maintains a positive reputation as an employer (for example on Glassdoor, LinkedIn, and social media).
- Planning & Implementing employee engagement activities.

## EDUCATION

### **MBA in Human Resource Management**

*BHARATHIAR UNIVERSITY*

*Tamil Nadu*

09/2019-05/2021

**80 %**

### **BA Economics**

*CALICUT UNIVERSITY*

*Kerala*

05/2016-05/2019

**78 %**

## SKILLS

- Decision-making skills
- Training and developmental skills
- Ability to prioritize and meet deadlines
- Organization and time management skills
- Good communication and presentation skills
- Empathic skills
- Multi-tasking skills
- Finance skills

## LANGUAGES KNOWN

**ENGLISH**

*Full Professional Proficiency*

**MALAYALAM**

*Full Professional Proficiency*

**TAMIL**

*Full Professional Proficiency*

## ACHIEVEMENTS

- Won **3" prize** with A grade in Kerala Government State level Culturals.
- Received **80+ Awards** for drawing in District & State level.
- **C** Certificate holder in **NCC**
- Member of **KERALA STATE CULTURAL ACTIVIST'S** Welfare Board

## DECLARATION

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

Place  
Date

**Neeraja R**