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Gajalakshmi

Sivakumar

CONTACT

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CAREER OBJECTIVE

An individual who is self-driven and has a passion for going above and beyond to complete all tasks. Active listener, willing to understand conflicts and try to provide a positive resolution. The sedulous HR - Assistant supports company-wide HR efforts, including payroll and new employee orientation. Assisting with payroll issues and errors, benefits questions, and data discrepancies. Maintaining and updating current employee files and ensuring compliance. Positive attitude to learn new things and to go beyond conventions.

EXPERIENCES

May 2022 - Nov 2022 **OPENDOOR**

Assistant HR and Recruiter

- Coordinating with the vendors for profiles update and scheduling interviews with the internal panel through sources like Lever, Slack, Google Docs and Calendar. Drafting Probation Evaluation form, Offer Letter, Reliving Letters.
- Updating the details of each employee for insurance and coordinating with the team on the same. Adding Bank details of every new employee in Bank portal..
- Working on Joining Formalities which as Offer releasing, Collecting docs for BGV, Initiating the Joining mails, Collecting joiners data for ID and Insurance processing.
- Maintaining records in terms of Electronic Items and Petty Cash Items. Coordinating with the BGV Vendors for addition of new employee and existing. Creating sheets to maintain the internal records..
- Maintaining records in terms of Electronic Items and Petty Cash Items. Coordinating with the BGV Vendors for addition of new employee and existing. Creating sheets to maintain the internal records..

EDUCATION

2020 **Madras University**

Master of Business
Administration (MBA)

2018 **Madras University**

Bachelor of Commerce
(B.Com)

ADDRESS

No.13, Suresh Makkan 2nd
Street, Dr. Natesan Road ,
Chennai - 600005.

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Oct 2021 - **TALENTPRO INDIA**
Nov 2022

HR Executive

- Researched, Identified and communicated with potential job candidates and supported the Human Resources Manager with various tasks as required.
- Reviewed CV's/ Resumes, and posted and promoted job listings on the Internet. Providing excellent applicant and internal customer management service.
- Participate in full life-cycle of recruiting including: cold calling, pre-screening candidates, preparing candidates for interviews, reviewing resumes and assessing candidates' application.
- Effectively supporting full cycle recruiting including sourcing, applicant testing, interviewing, presenting, conducting background checks, and closing qualified entry-level to executive-level candidates as assigned by the Recruiting Manager.

ADDITIONAL COURSE

- NPTEL (Managing changes in Organization)
- Cambridge Assessment English Level 1
- C-Dac and GIST courses at Gallop Skills

DECLARATION



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

Date:

Place: Chennai

(Gajalakshmi. S)

EDUCATION

- Type writing Higher
- Business English Certificate (BEC) Vantage
- Tally.Erp9
- Experience in working under Mac Book Recruiter screening - Naukri, Monster and Lever
- Handled Quick Books (Sales)

IN PLANT TRAINING

- Global Talent Track, Chennai.
- Internship done at Calibre Consultants.

PROJECT

Finance Project on Cash Management followed at Calibre Consultants.

