



Meenakshi sundaram

Associate HR Recruiter

Vehement individual seeking an entry-level position where I can grow my skill as Human Resource professional and contribute to the improvement of the company's profitability.

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WORK EXPERIENCE

HR Recruiter(intern)

CIEL HR Services Pvt. Ltd.

10/2023 – 2/2024- 3 months,

Madurai

Recruiting Assistant(intern)

WILO pumps Pvt. Ltd.

05/2022 - 06/2022-1 month,

Chennai

Admin Executive

Ashok Traders Pvt. Ltd.

09/2020 - 10/2021-1 Year,

Madurai

PROJECT

Recruitment and selection process (02/2023 - 05/2023)

- I systematically analysed existing methods, meticulously examining their strengths and weaknesses.
- Utilizing various methods such as extensive reading, studying industry practices, and engaging with experts, I gained comprehensive insights into the subject matter.
- Through my research, I discerned certain inefficiencies within current recruitment processes, including prolonged timelines leading to issues like high employee turnover.
- The proposed changes are expected to yield tangible benefits, including expedited hiring, improved candidate quality, and heightened employee satisfaction.
- My project underscores the critical importance of adopting effective hiring practices, showcasing the pivotal role they play in organizational success.

EDUCATION

▪ Madurai Kamaraj University,

MBA, Human Resources Management

General Aug 2021 - Jun 2023

CGPA – 6.58

▪ The American college,

B.com, Accounting,

General June 2017 – Aprile 2020

CGPA- 6.30

PRSONAL INFO

Date of birth	28,6,1999
Domicile state	Tamil Nadu
Marital status	single

SKILLS

Recruitment

Sourcing

Onboarding

Screening

Interviewing

Shortlisting

Training and Development

Scheduling

Conflict management

Employee relation

Job boards

Microsoft office

Job description

ACHIEVEMENTS

Star Performer

"Recipient of the Star Performer Award for successfully filling five Fleet Manager positions during internship, demonstrating exceptional talent acquisition skills and strategic recruitment expertise."

CERTIFICATIONS

- ❖ Completed MS Excel course on Udemy, proficient in advanced Excel for HR professions, Automation and analysis.
- ❖ I had been completed my Tally certification with outstanding proficiency.
- ❖ completed a Technical Recruitment Certification through LinkedIn Learning, gaining expertise in recruitment strategies, talent sourcing methodologies, and effective candidate assessment techniques.

Soft skills

Communication

Adaptability

Team player

Empathy

Leadership

Problem solving

Listening

Interpersonal skills

Language

English

Full Professional Proficiency

Tamil

Full Professional Proficiency

Interests

Social media

Webinar

Conferences

Professional development

Coding

