

# Niveaa Manickavasagam

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## PROFILE

I am an experienced Human Resources professional who is currently looking for demanding roles across the nation .Very passionate about improving the quality of life of the employees, which in turn would improve the organization's productivity. I believes that by boosting the morale of the employees would guarantee the organization's success and goodwill.

## WORK EXPERIENCE:

**WiSkill opc private limited - Coimbatore, India**  
**Talent Acquisition Executive –Aug 2022 to till date**

### Talent acquisition experience

- Countries handled interacted with hiring managers from India and Gulf Countries.
- Industry / Domain exposure: BFSI, Senior level hiring, Telecom, IT, ITES, Non-IT, Health care, Data Analytics, Data Science, Legal, Energy, Climate , Carbon, Environment and Engineering Services.
- Vendor management, Team management
- End to end recruitment, JD Preparation, source mix planning and implementation
- Responsible for recruitment through Job fairs, campus interview and references
- Hands-on experience in sourcing.
- Taking care of internal and external hiring.
- Have experience in attending Campus drives and Job fair.

### TA Operations

- Salary structure calculation and offer letter initiation
- Maintaining MIS Report on weekly & Monthly Basis
- Background check & BGV initiation, pre & post offer follow-ups
- Joining, exit formalities
- Reports preparation

## **Netambit**

### **Freelance Hiring - Erode, IN-April 2022 to July 2022**

- Created and drove talent acquisition and job placement strategies to attract diverse candidates.
- Responsible for recruitment through Job fairs, campus interview and references
- Onboarding, employee retention and attendance Management
- Optimized sourcing networks and used proactive methods to direct source candidates.
- Handled complete recruitment life cycle and performed background reference checks.

## **Ready 2 Jobs**

### **Intern Recruiter - Coimbatore, IN-Jan 2022 to Mar 2022**

- Filed paperwork, sorted, and delivered mail and maintained office organization.
- Assisted human resources and recruiting teams by scheduling phone screens and on-site interviews.
- Developed strong written and verbal communication skills.
- Maintained relationships with personnel using strong collaboration and teamwork skills.
- Worked with HR team to coordinate company events.
- Answered phone and performed clerical duties to assist human resources department.
- Assisted with writing job postings and job descriptions for boards.

## **Phygicart E-commerce Pvt Ltd**

### **Sales Manager - Coimbatore, IN-Dec 2020 to Dec 2021**

- Resolved customer issues quickly to close deals and boost client satisfaction.
- Maintained ethical and positive working environment to reduce turnover and promote high retention rates.
- Maintained relationships with customers and found new ones by identifying needs and offering appropriate services.
- Closed lucrative sales deals using strong negotiation and persuasion skills.
- Met with clients, delivering presentations, and educating on product and service features and offerings.

## **EDUCATION**

**Bachelor of Engineering** Erode Sengunthar Engineering College, Anna University, Erode, India,  
Dep – CSE, 2016-2020.

**Higher Secondary-** Bharathi Vidhyalaya Matric Hr.Sec.School Gobi, 2015-2016

## **CERTIFICATIONS**

- Completed course from SKILL DECK in Talent Acquisition.
- Attended workshop from TAREEQA GLOBAL SOLUTION PVT.LTD in Human Resource Skills.

## **SKILLS**

- Fluent Trilingual: English, Tamil
- Good working knowledge of MS-Office tools.
- Sourcing

## **PERSONAL DETAILS**

Name: Niveaa Manickavasagam

Address: 246, KNK Road, Karungalpalayam,  
Erode – 638 003.

Marital Status: Single.