M.Suveen Kumar

HR Executive

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Dedicated and results-oriented Recruitment with 2.5 years of experience in talent acquisition and staffing. Proficient in sourcing, screening, and assessing candidates across various platforms and industries. Skilled in conducting interviews, negotiating offers, and maintaining positive candidate experiences. Strong interpersonal and communication skills with a proven track record of meeting recruitment targets and effectively collaborating with hiring managers. Adept at leveraging technology and data-driven insights to optimize recruitment processes and identify top talent.

SKILLS

Sourcing | Screening | Managing Priorities | Interviews Scheduling | IT and Non-IT Hiring | Employee Referral | Recruiting | Onboarding | Time Management | Cold Calling | Handled Excel and Google Sheet | Mass Mailing

EMPLOYMENT HISTORY

HR Executive | Green Clover, Remote   Sep 2023 - Present

Responsibilities

• Worked with HR Manager according to requirement given by the client.

• Worked on different technologies on daily basis as per client needs.

• Strong knowledge of understanding JD skills and domain as per the requirement.

• Posting, sourcing, mass mailing the JD at various portals like naukri and linkedIn

• Strong knowledge in resdex search in naukri portal.

• Utilized job boards, social media, and professional networks to identify and attract qualified and suitable candidates.

• Worked on Contract to Hire (C2H) and full time positions.

• Screenings the candidates and cold calling according to the skillsand experience, rate negotiation and other information required by the clients to ensure that all the hygiene checks to be done.

• Submitting the profiles with tracker to HR manager.

• Reviewing the update of submitted profile on a regular basis.

• Sending the calendar invite to shortlisted candidates, and taking confirmation by the candidate regarding the acceptance of invite based on particular time and date.

• Following with the candidates regularly and verify and inform the remainder before the time of interview and giving full details about interview structure.

• And making documents check and sharing offer letter to candidate those who got selected and follow up with them till he gets appointed.

• Strong knowledge about End – to – End Recruitment Life Cycle.

HR Recruiter | Culminant Outlook, Coimbatore   May 2022 - Aug 2023

Responsibilities

• Handled full life cycle of recruitment involved in IT and Non-IT Sector

• Gathering and analyzing Job requirements.

• Sourcing, Screening and Shortlisting the candidates from database, referral, portals like Naukri, LinkedIn, Monster, Employee Reference & Social Media.

- Receiving and reviewing applications, managing interviews and shortlisting candidates.
- Scheduling Interview Face to Face, Walk-ins, Telephonic Interviews and Drives.
- Skilled in Screening profiles (Evaluating Communication and Technical Skills Rating) and taking initial round of interview.
- Salary Negotiation and Level fitment with candidates. Coordinate with Manager to release the offer & close follow up with candidate till they join in the company.
- Maintaining whole Candidate database.
- Good Experience in Initial resumes screening, Interviewing, CTC Negotiation, Resume Formatting, Resume submission to the client, Interview scheduling, Feedback, Offers and closing the deals.
- Maintaining daily/ weekly/monthly reports such as interview status reports & feedback reports.
- Have good experience working in IT and Non-IT requirements.

INTERNSHIPS

HR Recruiter Intern | Coimbatore   Nov 2021 - Apr 2022

Responsibilities

• Use various channels to identify potential candidates, such as job boards, social media and networking.

• Review and evaluate resumes to shortlist candidates based on predefined criteria.

• Conduct initial interviews to assess candidate's suitability for the position and gather relevant information.

• Schedule and organize interviews between candidates and hiring managers.

• Maintain clear and timely communication with candidates throughout the recruitment process.

• Update and manage candidate databases.

• Help create and refine job descriptions to attract the right candidates.

• Conduct reference checks to verify candidates' work history and qualifications.

• Assist in the on-boarding process for new hires, ensuring a smooth transition into the organization.

• Work closely with hiring managers and other team members to understand hiring needs and align recruitment strategies.

EDUCATION

| M.B.A|SNS College of Technology, Coimbatore   Aug 2019 - May 2021

| B.Sc|Dr NGP Arts and Science College, Coimbatore   Jun 2016 - Apr 2019

LANGUAGES

Tamil | English |