

Kalaivani Marimuthu

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Profile Summary

A dedicated professional with a strong desire to secure an Entry level Recruiter position. Possess adept communication, screening, and sourcing abilities. Deep understanding of candidate qualification, negotiation, and familiarity with diverse IT skills. Committed to identifying and attracting top candidates and contributing significantly to organizational growth.

Academic Background

- Bachelors in Mathematics in 2020 from Pollachi College of Arts and Science with percentage 60%
- Intermediate from P.K.D Matriculation Hr secondary school with percentage 85%
- Xth from Shri Krishna Vithayalayam Matric Hr sec school with Percentage 94%

Work Experience

Talent Acquisition Intern

Ultrafly Solutions pvt Ltd, Coimbatore (May23 –July23)

Responsibilities:

- Understanding the client requirements and identifying skilled candidates through various recruitment methods.
- Fluent in English with ability of articulate ideas clearly and effectively.
- Posting job openings in various platforms like (LinkedIn,Indeed,Expertia,Naukri,Shine) to attract the candidates and shortlist the candidate.
- Known for being, hardworking, committed and reliable in all endeavors.
- Maintain and update the database of resumes.
- Adept at maintaining order and structure, contributing to efficient workflows.
- Performing background verifications and reference checks.

Skills

- Excellent interpersonal and communication skills
- MS office (MS word, Excel and PowerPoint)

Certifications

HR professional Documentation Trainings, Tareeqa Global Solution Private LTD, April 2023

HR Generalist and payroll, HR Recruiter, HR Analytics, Talent Acquisition, MS Excel Advanced

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the authenticity of the above-mentioned particulars.

Place: Pollachi

M.kalaivani

Date:

Signature