



## SUMMARY

Dedicated and results-driven Talent Acquisition/Human Resources Professional with 2.4 years of experience. Proven track record of successfully sourcing, attracting, and retaining top talent to meet organizational objectives. Skilled in recruitment, employee relations, talent management, etc. Adept at building strong relationships with hiring managers, candidates, and stakeholders to drive recruitment initiatives forward.

## EDUCATION

### *Bharathiar university*

Master of Business Administration  
2024-2026  
(Online)

### *Shri Ramakrishna College of Arts and Science,*

Bachelor of Commerce in Information Technology  
GPA - 81% 2019 - 2022

## SKILLS

- Time-management
- Talent Pipelining
- Communication skills
- Ability to work independently
- Able to handle multiple tasks
- Sourcing till onboarding
- Negotiation
- Change Management
- Employee Engagement
- Documentation

## CERTIFICATIONS

- Got a "Milestone Achiever" certificate from FOCUS EDUMATICS.
- Participated in a one-day national-level seminar on :Artificial Intelligence and Robotics.
- Certified in "The Fundamentals of Digital Marketing."
- Completed the "TCS iON Career Edge" course covering basic professional skill sets.

## PROFESSIONAL EXPERIENCE

### *Talent Acquisition Associate*

Focus Edumatics Pvt. Ltd | Aug 2022 - Jan 2025

- Conducted HR functions including recruitment, sourcing from job portals like Naukri and LinkedIn.
- Conducted telephonic interviews, scheduled and coordinated interviews.
- Hired a significant number of employees in both IT and Non-IT sectors.
- Facilitated production onboarding and training.
- Proficient in HRMS, HCM and HRone Tools.
- Managed walk-in interviews, processed appointment letters, contracts, and offer letters.
- Addressed candidate and employee queries.
- Handled Referrals

## PERFORMANCE SNAPSHOT

- Demonstrated proficiency in screening and scheduling candidates, consistently exceeding recruitment targets.
- Displayed consistent excellence in sourcing high-quality talents, contributing significantly to organizational success.
- Successfully managed sourcing initiatives and maintained a robust pipeline of candidates.
- Efficiently handled production onboarding processes, ensuring the seamless integration of new hires.
- Played a pivotal role in data migration, ensuring accuracy and completeness of employee details.
- Managed various administrative tasks including training stipend processes, document uploads, and exit procedures.
- Conducted surveys on compensation and benefits, contributing to the enhancement of employee welfare.
- Handled resignation letter full and final settlements with professionalism and attention to detail.