


MOHANPRASATH.G

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 Salem



BBA Bachelor of Business

Administration (2015-2018)

Vysya College

Periyar University – Salem



Profile

I am employed for delivering excellence in adding constant & consistent value to Human Resource Practices and Management.

4 years of experience in Total Industry and Relevant into 3 years of experience in IT & Non IT HR professional with extensive employee relations experience in full range of functions as well as success in simultaneously managing multiple projects.

Skills in Talent & Client acquisition, recruitment, on boarding and off boarding employees, Retention, Compensation, Appraisals and Employee engagement.



Skills

- Hybrid & Remote Management
- Recruitment
- Sourcing
- Boolean search
- Training & Development
- Ms Excel
- Problem Solving
- Negotiation

Career Objective

Seeking a challenging position in your esteemed concern that will provide me excellent growth opportunities thereby ensuring that my application of knowledge helps the organization excel and growth, productive, dedicated and capable of working consistently.

Work Experience

Worked as a **Hr Recruiter** at “**Kasthuri Groups –Staffzo Consulting**” - **(IT & Non It Recruitment)** @ Chennai from Sep-2022 to Jan 2023.

Worked as a **Hr Head Executive & Client acquisition-(IT & Non It Recruitment)** from **Newgen Hr Services** @ Coimbatore from Jan-2021 to Aug-2022.

Worked as a **Hr Executive & Client acquisition – (Recruitment)** From **Mercury outsourcing Pvt Ltd.** @Salem from Jan 2019-Dec 2020

Worked as a **Customer support Executive** (International Semi Voice Process) From **Zealous Services** @ Chennai From july 2018 – Dec 2018

Hr Executive & Client acquisition

Roles & Responsibilities

- Understanding the client's requirement and sourcing, screening profiles from various sources that suit the client's requirements
- Sourcing / data mining from various Job Portals viz. **Naukri, Indeed, Monster, Shine, Glassdoor, Placement India , Work India , Linked in, Olx**
- Briefing Candidates regarding the Job Description, Company Profile and Career Perspective.
- Screening application by conducting the interview. As well as Personal interaction with the candidate to understand their skill sets and area of interest.
- Scheduling the interviews for the shortlisted Candidates.
- Sending Interview Follow up and make sure that the Candidates attend the interview

COMPETENCIES:

- ❖ Good Management skills
- ❖ Never give up attitude
- ❖ Good communication skills
- ❖ Team leading and leadership Strength
- ❖ Dedicated and Hard working.
- ❖ Positive attitude.
- ❖ Passionate about work.



HOBBIES:

I am collecting some miracle news for creating a new stories to make shortfilms



PROJECT UNDERTAKES: I did a Project on campus to corporate in hosur Effectiveness of consumer preference in chennai



COMPUTER SKILLS: C C++ Microsoft office



CERTIFICATES: I completed all level of Hindi exams and got certificates. CORE

- I have been recruiting for Permanent, Lateral, Bulk, Campus (C2H) hiring professionals across various levels in several streams like **Development, Support, Networking, FMCG, Manufacturing, Bpo, All Not IT Sectors.**
- Taking the feedback from the Candidate regarding the Interview.
- Coordinating interviews with Line Managers, Salary negotiations, and Reference checks
- Follow up until the candidate gets on board and closures have been made.
- Maintaining database of candidate called, rejected and offered for future requirement.
- Maintaining resume databank and weekly, monthly backup.
- Capturing availability of candidate for the interview.
- Scheduling interview according to Panel nomination.
- Correspond with candidate & Panel member including sending Skype/Zoom Google links.
- Promote a positive candidate experience.
- Provide follow-up correspondence to the candidates on feedback status via email if necessary.
- Interact with recruiter / business where needed.
- Meeting targets/metric assigned monthly.
- Email management.
- Maintaining MBD- Master Data Base Tracker for all clients
- Building relationships with clients based on trust and respect.
- Keeping accurate records pertaining to inventory and account notes.
- Maintaining updated knowledge of company products and services.

Client Acquisition Handling:

- Need to Tieup **IT NON IT Clients**
Explaining with Terms & Conditions
- Interact with existing clients and internal contacts as scheduled (-Internal Projects)
- Develop and execute best practice in business development and client management systems.
- Follow up with the Terms & Conditions Agreement signing.
- Execute and perform activities on new client implementations.
- Collaborate with finance and sales to ensure contract execution and renewal adjustments.
- Create and maintain plan documents working internally.
- Direct and manage internal team and clients.

Personal Dossier:

DOB: 30/09/1997

Gender: Male

Father Name: Gopi.M

Marital Status: Single

Language Proficiency: English, Tamil,

Address Residential:

Block A Gemini Homes Kappaleeswarer cross
street Ganapathipuram Chormpet Chennai:
600044.

Clients & Requirements Worked on

- **Impiger:** Customer Care Executive .
- **Caseyug technologies:** Full Stack Developer , Angular, React
- Front End Back End
- Testing Tools: SQL,Mango DB
- Assistant Manager
- **Dextra Technologies:** PHP, PHP Laravel ,PHP Framework
- Skills: SQL Database, Javascript , HTML5,CSS3,JQuery , JS, Node, React, Angular
- **Regent Bio chem:** Field Sales Executive
- Skills: Formic Acid, HydrogenPeroxid, PowerCleaner DB
- **SKM :**Sales Head Fmcg Personal care
- **Britannia:** Sales Manager Fmcg
- **ITC :** Prodution Head , Maintainance Manager,Store Manager
- **Gighz :** Pcb Design Engineer
- Skill : Altium, Circuit Simulation , PCB Design Rules set, PCB Outline Design, Elec. Debugging
- **Modenik Life style:** Fianance Head , Factory Head,Manager,Quality Test
- **India Cements Capital & Investment :** Foreign Exchange Stock , Documents maintaince ,Digital Marketting
- **Digital Track:** Customer support Executive
- **Atandra Energy pvt:** Industrial Corprate sales
- **SBI Bank :** Business Development Manager,Relationship Manager
- And all levels of Teacher Requirements etc..

Declaration:

I hereby affirm that the above provided details given by me are true to the best of my knowledge and belief.

Date:

Place:

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