

# **CURRICULUM VITAE**

**Saranya.S**

C/O.S.Venkatesh

NO:8A/34, Nattar Street

Velachery- 600042

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## **SUMMARY :**

A self motivated, flexible and hard working HR professional with good experience in recruitment, employee relations, organization development, communication and leadership.

## **EXPERIENCE STATUS:**

- Aarogiya Clinic as Receptionist March 2016 to May 2016
- Teddy Management Services as HR Executive Feb 2018 to 2020
- Wefixn (complete home services) HR executive & recruitment september 2021
- ZENGAGE EVENTS HR executive & recruitment **Sep 2021 till Feb 2023**

## **JOB DESCRIPTION:**

- Responsible for sourcing profiles
- Sourcing and Validating CV's from Job Portals, references, internal Database and various other Sources. Like Naukri, LinkedIn.
- Interact with candidate, doing initial screening. Understand their competencies & skill set, making them understand job role.
- Coordinating with the clients & candidates through E-Mails and Calls.
- Pre-screening of the candidates on all grounds to match it in accordance with client requirements
- Getting in touch with Clients' to get Interview feedback
- Involved in the end to end recruitment cycle, for all the levels.
- Regular Follow ups with the candidates till joining.
- Maintaining daily/weekly/monthly report such as positions status interview status reports, closure reports & feedbacks reports.
- Perform HR related functions

**CLIENTS HANDLED:**

FMCG, AUTOMOBILE, MANUFACTURING, EDUTECH,ETC

**FACING POITIONS:**

- Mid level & senior levels

**NO .OF .COMPANIES CLOSURES :**

- HDFC FIN- BPO's AND KPO's.
- ICICI BANK -Relationship office
- AUTOMOBILES - Hundai (marketing manager)

**EDUCATIONAL QUALIFICATION:**

MBA from Ranipettai Engineering College Affiliated (2019) by Anna University.

B.Com from Auxilium College for Women with A grade (2016) Affiliated by Thiruvallur University.

**TECHNICAL QUALIFICATION:**

- ❖ Basic computer knowledge (Ms-Office).
- ❖ Windows, Tally 9.0 Versions.

**PERSONAL TRAITS:**

- ❖ Good communication and leadership
- ❖ Sincere and Hardworking
- ❖ Quick learner
- ❖ Result oriented

**LANGUGAGES KNOWN:**

To Speak and Read :Tamil & English

To Write :Tamil & English

**PERSONAL DETAILS:**

Father's Name : Mr. P. Subash  
Father's Occupation : Auto Driver  
Date of Birth : 09.01.1995  
Nationality : Indian  
Gender : Female  
Marital Status : unmarried  
Hobbies : Listening Music, Reading Books, Cooking.

**Declaration:**

- I hereby declare that the information and facts given above are true and correct to the best of my knowledge and belief.

Thanking you

**Place : Velachery**

**Date :**

Yours Faithfully

**(S. SARANYA)**