



# Joel L

## Human Resource

To leverage strong interpersonal skills and foundational knowledge in human resources to support and enhance employee engagement and organizational efficiency. Dedicated to fostering a positive work environment and contributing to the strategic goals of the company.

## Experience

### ○ Company Name | TVS Motors

**Nov 2023 - Present**

#### **HR Trainee**

As an HR Trainee at TVS Motor, I spearheaded campus recruitment initiatives, successfully conducting virtual recruitment drives to attract top talent. My role involved coordinating end-to-end recruitment processes, from candidate screening to conducting virtual interviews. I also played a pivotal role in streamlining the onboarding process, ensuring a seamless transition for new hires. My efforts significantly enhanced the efficiency and effectiveness of the recruitment and onboarding experience.

### ○ Company Name | Capsdata Technology

**Sep 2023 - Nov 2023**

#### **HR Associate**

Conducted bench sales recruitment activities in a remote setup, sourcing and screening candidates to fulfill client requirements. Leveraged remote communication tools to coordinate with candidates, clients, and team members effectively. Managed candidate pipelines and maintained accurate records of interactions and placements. Collaborated with team members to strategize and execute recruitment plans, meeting client needs and deadlines. Demonstrated adaptability and flexibility in working remotely, ensuring productivity and quality of work.

## Internship Experience

### Company Name - Optimum Info System

**Role - HR Intern (May 2023 - June 2023)**

Assisted in recruitment activities, including candidate sourcing, screening, and interview coordination, during a month-long internship at Optimum Info System.

### Company Name - MCR Textiles

**Role - HR Intern (January 2023 - March 2023 (Weekly two days))**

Provided support in recruitment activities and gained exposure to supervising responsibilities during a one-month internship at MCR Textile Mills.

### Company Name - C.D Technotex LLP

**Role - HR Intern (August 2022 - October 2022 (Weekly two days))**

Contributed to recruitment processes, maintained employee files, and supported welfare activities during a one-month internship at C.D Technotex LLP.

### Company Name - Sakthi Sugars

**Role - HR Intern (June 2022 - July 2022)**

Supported recruitment efforts, organized employee files, and contributed to welfare activities during a one-month internship at Sakthi Sugars.

## Certification

### Institution Name- Insight School of Advance Studies

**Course Duration - 3 Months (Oct 2023 - Dec 2023)**

**Course - Certification Program In Talent Acquisition (CPTA)**

Certified in Talent Acquisition with comprehensive knowledge of recruitment strategies and best practices. Skilled in sourcing, screening, and onboarding top talent to drive organizational success.

## Contact

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### **Address**

96/2, Amaravathi Nagar, R.N. Pudur (Po)  
Erode, Tamil Nadu - 638005

## Education

2021-2023

**Master of Social Work (HR)**  
Kongu Arts and Science, Erode

2018-2021

**Bachelor of Business Administration**  
Loyola College of Arts and Science,  
Mettala

## Skills

- Employee Relation
- Talent Acquisition and Recruitment
- Onboarding
- Coordinating
- Team Work
- Time Management

## Language

English

Tamil

Malayalam