

# SOUNTHRAYA E

---

## Profile Summary

Motivated and detail-oriented HR Specialist with experience in recruitment, employee engagement, onboarding, and HR policy compliance. Strong knowledge of HR operations, grievance handling, and employee relations. Skilled in building positive workplace culture and ensuring compliance while contributing to organizational growth.

## Core Skills

- HR , Recruitment, Onboarding, Employee Relations, Grievance Handling
- Recruitment & Talent Acquisition: Screening resumes, Interview coordination, Hiring support
- Employee Engagement: Policy adherence, Orientation programs, Employee satisfaction initiatives
- Technical Skills: MS Office Suite (Word, Excel, PowerPoint), HRIS Database Management
- Soft Skills: Communication, Problem-Solving, Adaptability, Leadership, Team Collaboration

## Professional Experience

### Neartekpod APAC Technologies Pvt Ltd | Human Resources Specialist

2024 – Present

- Assisted in end-to-end recruitment processes including resume screening, interview scheduling, and candidate follow-ups.
- Supported employee onboarding by coordinating documentation and orientation sessions.
- Collaborated with senior HR managers to resolve employee queries and grievances.
- Maintained accurate and updated employee records and HR databases.

### First-Choice Outsourcing | HR Generalist

Sep 2023 – Mar 2024

- Managed HR functions including recruitment, employee records, and grievance handling.
- Actively participated in employee engagement activities to improve retention.
- Assisted in drafting and implementing HR policies.

## **Education**

MBA in Human Resource Management | Shrimati Indira Gandhi College, Trichy | 2021 – 2023

Bachelor of Business Administration (BBA) | Shrimati Indira Gandhi College, Trichy | 2018 – 2021

## **Key Achievements & Highlights**

- Successfully handled end-to-end recruitment cycle for multiple roles.
- Conducted orientation and onboarding sessions for 20+ new hires.
- Supported HR compliance audits and ensured 100% accuracy in employee records.
- Appreciated for quick adaptability and strong employee relationship management.

## **Declaration**

I hereby declare that the above information is true and correct to the best of my knowledge and belief.