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Key Highlights

Powerup Cloud Technologies Pvt Ltd.	• Worked in different roles as an **HR Administrator**, **Recruiter** and **HR Executive** • **Managed** and executed all the **HR operations** for the regional location as a single HR personnel • Contributed to the **development** and implementation of **new policies and procedures** based on cooperate guidelines for HR • Conducted a successful placement drive in **Coimbatore Institute of Technology, Coimbatore**
MAC India Pvt Ltd	• Worked as an **HR Recruiter** • Worked in all stages of staffing and that included **sourcing, interviewing, salary negotiation, and on boarding** • Interact with client's manager regarding performance and personnel issues

Work Experience

Total Experience – 24 Months (2 years)

A. Organization Name: Powerup Cloud Technologies Pvt Ltd. Coimbatore
 Duration: June 2016 – July 2017
 Designation: Associate Manager – HR
 Areas of Expertise: Administration, Recruitment/Selection, Training/Development, HR Policy and Organizational Design, Salary Negotiation, People Management

Responsibilities

Administration	• Prepared **Presentations** for **pre placement talks** • Maintained all **employee documents** and updated the employee information into **company database** and implemented office guideline policies • Co-ordinated & created forms, templates and **HR related documents** • **Scheduled** meetings and appointments for the regional head • Prepared all **on boarding and off boarding processes** and Handled **benefits information** and **termination paper works** • Organized and facilitated **team building events** and fun activities
Recruitment /selection	• **Recruited and hired** Senior Cloud Support Engineers for managed services **and also recruited** Sr. Java, Android and UI/UX developers **for development team** • Developed and **implemented recruiting plans and strategies** designed to fulfill company staffing needs • Prepared **Job description** document by discussing with team leads and mangers • Posted jobs in company website and also in **job portals** • **Core duties**: Sourcing, Screening, short listing, scheduling interview, salary negotiation and follow-ups till candidate DOJ. • Floated **appointment orders** and collected all documents from the employee and performed **background verification** • Maintained Hiring Process sheet for tracking interviews **Achievements** – Increased the staff strength to twice the initial size during my tenure

Personnel Management	- Recorded, **maintained** and monitored **attendance** to ensure employee punctuality **Engaged with employees** on a regular basis to **understand the motivational level** of people in the organization - Conducted **employee orientation** and facilitated **new recruits' joining formalities** **Communicated and explained** the organization **HR policies** to all employees **Resolved grievances and queries** of the employees - Followed up the **confirmation records** and handled the **full and final settlement** of the employees, handling **end to end lifecycle** of an employee in the organization - Conducted training and development sessions for new and existing employees - Managed workplace safety issues and assisted the audit compliance - Conducted HR review meetings

B. **Organization Name: Mac India Pvt Ltd., Coimbatore.**
    Duration: June 2015 – May 2016
    Designation: HR Recruiter

Responsibilities

- Handled **end to end recruitment process** for positions of all levels and had an excellent understanding of the requirements assigned
- **Performed initial screening and profile matching** with reference to educational qualification, total experience, relevant skill sets, communication skills, team capability & stability
- **Sourced profiles** from various **recruiting channels** like Job portals- Naukri, Monster etc; Employee referrals; Social networking; Head hunting; etc.
- Conducted **Technical & Personal interviews** and short listed candidates
- **Scheduled interviews**, coordinating with shortlisted candidates for next levels of interview till closure and a **regular follow up** with offered candidates till on boarding
- Ensured a comfortable on-boarding and work environment for the placed

Educational Qualifications

- Graduate in **Bachelor of Engineering in Information Technology** with 67.5% from Avinashilingam University, Coimbatore
- Passed **Higher Secondary Examination** with 68.66% from Rukmani Kannnan Vidhyalaya Matriculation Higher Secondary School, Kovaipudur, Coimbatore
- Passed **Secondary Examination** with 60% from RKV CBSE School, Coimbatore

Achievements and Awards

- Completed **EMC^2 Academic Associate certification** course,"CLOUD INFRASTUCTURE AND SERVICES"
- Completed certification course in "**Entrepreneurship Development**" conducted by ADU Entrepreneurship Cell
- Completed Implant Training certification for "**Android Application Development**" from Abile Technologies, Coimbatore