

# PHILOMINA

## HR ASSOCIATE OPERATIONS

### CONTACT

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Chennai , India

### SKILLS

- ▶ Talent Acquisition Coordination
- ▶ Shortlisting
- ▶ MS Office
- ▶ Screening
- ▶ Interview Coordination
- ▶ Background Verification
- ▶ Team Work
- ▶ Offer Generation
- ▶ Campus Hiring

### LANGUAGES

Tamil   
English 

### STRENGTHS

- ▶ Problem Solving
- ▶ Collobration
- ▶ Results Driven
- ▶ Logical Thinking
- ▶ Communication

### CAREER OBJECTIVE

Passionate HR specialist with strong campus recruitment expertise and a proven track record in talent acquisition. Skilled in building academic partnerships and managing end-to-end hiring processes. Seeking to contribute to a dynamic organization with impactful HR strategies.

### EDUCATION

#### Bachelor Of Engineering In Computer Science

DR.M.G. R Educational and Research Institute University, Chennai  
2013-2017

### EXPERIENCE

#### HR TAG Associate Operation

Tata Consultancy Services. | 2021 - 2024

##### 1. Campus Offer Team:

- Spearheaded the offer process for IT and Non-IT positions, ensuring timely and competitive offers.
- Candidate screening: Evaluating candidates' qualifications, experience and background to determine their suitability for role.
- Reach out to candidates via email/phone to obtain essential documents for additional verification purposes.
- Generated and extended more than 3000 offer letters, ensuring timely and accurate communication to candidates.
- Maintaining a detailed record of all the details of all the candidates and their documents.

##### 2. Experienced Professional Team (EP) – Developer Role Interviews:

- Effectively recorded and maintained panel information for all conducted drives, enabling efficient tracking and analysis.
- Coordinated with candidates to confirm their availability for interviews and scheduled them in available timeslots.
- Overseen interview rooms to ensure a seamless and efficient interview process.

#### Telesales Executive

Just Dial Chennai | 2018 - 2019

- A Telemarketing Executive is a sales professional responsible for contacting potential customers via phone to promote products or services, generate leads and close sales. They build relationships, address customer inquiries, and meet sales targets.