

**R.PRADEEPRAJ**

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Seeking a challenging position in Human resources Department , I will work with dedication, proactive approach, positive attitude and passion towards the work that will fully utilize my logical and reasoning abilities in the best possible way for the fulfillment of organizational goals.

SYNOPSIS

* Young, energetic and result oriented professional with strong Academic & IT Background .
* Possessing good communication and collaboration skills to lead and work in concert with diverse groups effectively
* Adroit at learning new concepts quickly, working well under pressure and communicating ideas clearly and effectively
* Dedicated and highly ambitious to achieve personal goals as well as the organizational goals
* Excellent decision making skills with a positive approach
* Good Team player with strong analytical and leadership skills
* Self motivated, hardworking, dedicated with ability to work in team
* Sound knowledge of technology with focus on delivering business solutions
* Secure distinction in master degree with a good percentile.
* Hand on experience as a placement officer in Balaji institute of technology(chennai)
* Pursing MBA HRM in Alagappa University, Karaikudi.

**ACADEMIC CREDENTIALS**

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| **ACADEMIC** | **INSTITUTION** | **UNIVERSITY** | **%/CLASS**  **OBTAINED** |
| M.E (MANUFACTURING) | MIET ENGG COLLEGE | ANNA UNIVERSITY | 8.68/FIRST CLASS WITH DISTINCTION |
| B.TECH(MECHANICAL ENGINEERING) | SASTRA (TANJORE) | SASTRA UNIVERSITY | 7.073 (CGPA)/FIRST CLASS |
| XII STD | R.C.HIGHER SECONDARY  SCHOOL | STATE BOARD | 76% |
| X STD | ST.JAMES MATRIC.HIGH.SEC.SCHOOL | MATRIC BOARD | 73% |

PROFESSIONAL EXPERIENCE

1.Currently working as a **Placement Officer in PRIST UNIVERSITY, Thanjavur** from 14/3/2020 to Till date

2.Hand on Experience as a **HR and Marketing Assistant in PSJ METALS Hosu**r from(2/5/2019-25/11/19),involves maintaining manpower for despatching daily automobile spare part product from Dindugal factory to Hosur (customer end)

* which includes transportation activities along dealing with customer quality complaint and marketing our parts in and around hosur .

3.Hand on Experience as a **HR Recruiter** for the period of 2 years(from 10/1/2017- 25-4/2019) in **SRI THANDEESWARAR ENGINEERING** man power recruitment company(coimbatore)

* Field works included by recruiting manpower by means of disturbuting posters, posting in indeed, tryjobs, nithra app, and recruiting candidates like CNC operator, machine assembly engineer,VMC, VTL and fabrication engineer telecaller, sales supervisor,CAD designer, marketing executives by signing a contract agreement with the company and looking afterdaily attendance including food and accommodation of the technical peoples.

4. Hand on Experience as a **HR Recruiter and Marketing Assistant in Exciteon technology and recruiting service** (Freelancer, Trichy),

* Experience of promoting website designing, logo design, brochure design, SEO and billing software by digital marketing and meeting the customer at they place and getting appointments for our technical team to interact about the customer needs and recruiting website designer, PHP developer and SEO Analyst
* Having Experience in following **Job portals** (Tryjobs, nithra application, olx, Glassdoor indeed and Linkedin ).

Total Teaching Experience-4.5 yrs

* 1. Worked as a Assistant professor in MOHAMED SATHAK A.J COLLEGE OF ENGINEERING from 4-5-2014 to 5-10-2016, CHENNAI
  2. Worked as a Assistant professor in BALAJI INSTITUTE OF ENGINEERING AND TECHNOLOGY from 8-5-2013 to 30-4-2014
  3. Worked as a Assistant professor in SHIVANI engineering College from

(5-5-2012 to 22-4-2013)

PERSONAL DETAILS

Languages Known : English and Tamil

Permanent Address : Plot no. 8& 9 Thailammai 2nd street,

Trichy- 620012

References : Available on request

**DECLARATION**

I hereby declare that the above information are true to the best of my knowledge. I promise to contribute for the growth of your esteemed organization if given an opportunity to serve.

**Place:** Tiruchy **R.PRADEEPRAJ**

**Date:**