



Meiyappan M

HR Recruiter

My Contact

✉ meiyappan31m8@gmail.com

☎ +91 86083 22405

📍 Chennai

Hard Skill

- End to End Recruitment
- Recruitment metrics analysis
- Candidate sourcing
- Resume screening and analysis
- Applicant tracking systems (ATS)
- Interviewing and assessment
- Job analysis and profiling
- Job posting optimization
- Talent acquisition strategy
- Employment law knowledge
- Negotiation and offer management
- Human Resources Information System (HRIS)
- match and mis match skills
- Chat Gpt HR
- HR tech Skills
- Employment branding
- Social media recruitment

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking
- Team collaboration and cooperation
- Adaptability and flexibility

Education Background

- Madras University
Master business administration
Human resources management
Completed in 2023 with 72%
- SSIET
Bachelor of engineering
Automobile engineering
Completed in 2020 with 61%

About Me

Results-driven HR Recruiter with a comprehensive understanding of the hiring process. Proven track record in talent acquisition, showcasing expertise in full-cycle recruitment, from strategic planning and candidate sourcing to negotiation and onboarding. A dynamic professional with exceptional communication and interpersonal skills, dedicated to connecting businesses with top-tier talent while meeting organizational staffing objectives.

Professional Experience

Skylark HR solutions

JAN 2024 – Present

Key responsibilities:

1. Collaborating with clients to understand requisitions and confirm roles.
2. Crafting comprehensive job descriptions aligned with client needs.
3. Posting job openings on platforms like LinkedIn, Indeed, and FoundIt.
4. Proactively sourcing candidates through various channels.
5. Screening resumes to evaluate qualifications and skills.
6. Analyzing and matching candidate skills to job requirements.
7. Conducting telephonic interviews to assess candidate suitability.
8. Engaging candidates in discussions about job opportunities and expectations.
9. Coordinating and scheduling the entire interview process.
10. Managing end-to-end recruitment processes, ensuring a seamless experience for both clients and candidates.

"Crafted Self Website"



LinkedIn || Be connect

