

## RESUME

### M.JEGAN RAJ

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Aspiring for challenging assignments in **Human Resource Management** with an organization of repute  
~ Skilled in identifying & hiring through various sources, handling end-to-end recruitment cycle and maintaining cordial relationship with the employees

### PROFILE SUMMARY

- A dynamic HR Professional with **over 1 year** of experience in Recruitment, Resourcing & Development, Performance Management, Compensation & Benefits, Employee Welfare and Administration.
- Holds the distinction of planning, supervising and participating in various seminars, conferences, etc.
- Proficiency in **manpower management & recruitment process** entailing resume generation, screening and short-listing with appropriate compensation.
- Merit of providing **prompt resolution of employee grievances** to maintain cordial management-employee relations.
- Experience in implementing **HR systems and policies**, conducting training programs towards enhancing employee productivity and building committed teams.
- Successful at motivating staff through clear communication and outstanding organizational skills.

### AREAS OF EXPERTISE

- HR Policy Execution
- Recruitment
- Performance Management
- Training & Development

### EMPLOYMENT DETAILS

**November 2019 to Till Now in Prov HR solutions private limited - Madurai as HR Recruiter Executive**

#### Key Result Areas:

- Interfacing with management and heads of department for implementing HR policies & procedures in line with core organizational objectives.
- Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.
- Executing the entire gamut of task in recruitment encompassing sourcing, screening, selection and appointment, etc.
- Carrying out induction / orientation program to the new recruits.

#### Highlights:

- Acquired the Manpower Requisition Form from the respective heads and looked for other candidates in data bank.

### EDUCATION

- S.S.L.C. in U.C. Higher Secondary School with 55.5 % on 2011 - 2012.
- Higher Secondary in U.C. Higher Secondary School with 55.75% on 2013 - 2014.
- B.Sc. (E&C) in Mannar Thirumalai Naykar College Madurai with 52% on 2014 - 2017.
- M.B.A. (HR) in Madurai Kamaraj University with 60% on 2017 - 2019.

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### ACHIEVEMENTS

- HR Training at Apollo Hospital in Madurai.
- HR Training at Hatsun Agro Products Ltd in Madurai.

### PROJECTS

- Analysis of Employees Welfare in Apollo Hospital in Madurai
- A study on satisfaction level of Employees towards facilities provide by HAP Ltd, Madurai

### PERSONAL DETAILS

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- Date of birth : 15-10-1996
- Father's name : Mr. J.Micheal Raj
- Mother's name : Mrs. M.Jenitha Mary
- Linguistic ability : Tamil, English (Read and write)
- Gender : Male
- Mobile Number : 9080689982, 9788750606
- Address : 23, Gandhiji colony, New ellis nagar,  
Telephone exchange opposite,  
Madurai- 625016.

### DECLARATION

I Hereby declare that all the details furnished above are true to the best of my knowledge and belief. I bear the responsibility for the correctness of the above mentioned particulars.

Date:

Place: Madurai

Your's Truly

(M.JEGAN RAJ)

