

Manoj M
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PROFESSIONAL SUMMARY

Goal-driven professional with an ongoing MBA in HR & Finance. Fully familiar with various phases of the recruitment cycle right from posting the job description to employee onboarding and orientation. Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.

WORK EXPERIENCE

UGRO CAPITAL – HR CONSULTANT:

Oct 2023 – To Present

- Currently looking after Entire Karnataka Hiring.
- Hiring and Onboarding for 15 Branches in Karnataka.
- Taking Care of both Prime and Micro Hiring to close business requirement within the given time.
- Maintaining daily, weekly, and monthly reports.
- Assisting HRBP in closing FNF, Salary issues, attendance issues, and employee needs by providing solutions to the employees.
- Sourcing profiles from Naukri, Linked In, what's app groups etc.

Vindhya E-Infomedia Pvt Ltd – Sr. Recruiter:

March 2023 – Aug 2023

- Closing positions from entry level to senior Management in both IT and Non-IT like Web Developers, Software designer, IT Support, Customer Support Executive, Process Associate, Operation Managers, Finance, and HR Deputy Manager.
- Sourcing through various Job Portals, Training Institutes, College Placements, Job Drives, NGOs, social media, etc.....
- Meeting with Managers to update daily and to fill the open positions for Full-Time, Part-Time, and C2H Hiring.
- Was taking part in Bulk Hiring, Lateral Hiring, and Front line Hiring based on business requirements.
- Preparing Daily, weekly, and monthly recruitment reports.
- Collecting job requirements and preparing job descriptions to post on Job portal's like Naukri.com, Indeed, Linked In, Work India, Apna, etc....
- Every day will be engaged in taking 10 to 15 interviews, shortlisting, selecting, and offer issuing.

Technotask Business Solution Pvt Ltd – HR Executive:

Oct 2021 – Feb 2023

- Field Sourcing by posting requirement posters on streets, Colleges, bus stands, public places, and leaflets distributed in high public places.
- Sourcing through online free job portals like Apna, indeed, Linked In, social media.
- Interviewing candidates, screening, shortlisting, negotiating, and Offer Releasing.
- Maintaining Pipeline database and cold calling for conducting interviews to fulfill the organization's needs on daily basis.

ACADUMIC QUALIFICATION

➤ MAHARAJA INSTITUTE OF TECHNOLOGY, MYSORE

MBA in Finance and HR - (2019-2021)

➤ **SESHADRIPURAM DEGREE AND PU COLLEGE, MYSORE**

Bachelor of Commerce – (2016-2019)

➤ **SESHADRIPURAM DEGREE AND PU COLLEGE, MYSORE**

Commerce – (2014-2016)

➤ **SRI PARAMAHAMSA VIDHYANIKETHANA, MYSORE**

SSLC – (2013 – 2014)

ACHIEVEMENTS & EXTRA - CURRICULAR ACTIVITIES

1. Won Gold & Bronze Medal in **7th ISAFF** National Level Dance competition in Hip-Hop & Aerobics (2013-14).
2. Represented Mysore University at the National level south zone All India Interuniversity Tournaments (2018-19) in Table Tennis.
3. Received 2 Times Best HR certification for best performance at **Technotask Business Solutions Pvt Ltd**,

PROJECT UNDERTAKEN

A Study on Emotional Intelligence at Hotel Kalyani Mysore, about 6 weeks. During the study, I was keenly observing the employees and their proceeding tasks which enabled me to assess the production and its quality. While working in the company as an HR I could develop an interpersonal relationship with every employee thus making me understand their ability and find out their passion for their task.

SKILLS

- IT & Non-IT Recruitment.
- C2H Hiring.
- MS Office, MS World.
- Sourcing.
- Excel, Google sheet, ATS.

PERSONAL INFORMATION

- Language - Proficient in **Kannada, English** & Intermediate in **Hindi**.
- Gender – Male.
- Date of Birth – 05-01-1999.
- Permanent Address – #423, LIG 1st, Lakshmikantha Nagara, Hebbal 1st stage, Mysore – 570017.
- Nationality – Indian.

DECLARATION: I hereby declare that the above furnished information is true to the best of my knowledge.

Manoj M