**M Priyadharsini**

4/266, B1 – Chitra Apartments,  
Nanmangalam, Chennai – 117

+91-98410 63813

harsh3.priya@gmail.com

**OBJECTIVE**

Looking out an opportunity to utilize my knowledge and skills for the growth of organizations and my personal development.

**EDUCATIONAL QUALIFICATION**

* **Master of Social Work (MSW – HR) ,**(April’ 2008), from **Shrimathi Indira Gandhi College, Bharathidasan University**, Tiruchirapalli, secured **67 Percent**
* **Bachelor of Commerce (Bank Management)** from **Shrimathi Indira   
  Gandhi College,** (April’ 2006), affiliated to **Bharathidasan University**, Tiruchirapalli, secured **54 Percent**.
* **HSC** from **Jayendra Matriculation Higher Secondary School,** Tiruchirapalli, (April’ 2003), secured **69 Percent**.
* **SSC** from **Town Higher Secondary School,** Kumbakonam, (April’ 2001),   
  secured **72 Percent**.
* **Completed the certificate course Honours Diploma in Computer Application (HDCA) at CSC.**

**WORK EXPERIENCE**

* Worked for **ABC STAFFING SOLUTIONS** as **Executive Recruiter** from **October2010 to April 2012.(Promoted as SR Recruiter and Client Management)**

 Handling the verticals like Manufacturing, Automobile (OEM & Ancillary),   
 Paint, Electronics etc.

* Worked for **VENTURES HRD CENTRE PRIVATE LIMITED** as **HR – Recruiter Talent Acquisition** from **October 2009 to October2010.**

 Having rich experience in the verticals like Manufacturing,   
Automobile (OEM & Ancillary).

 Able to handle multi tasks simultaneously

 Ability to work independently and good team player

**ROLES AND RESPONSIBILITIES**

Handling Non IT Recruitment — Extensive experience into end to end recruitment from Non-IT section, preferably (Automobile-OEM/Ancillary / Chemical / Paint)

* Understanding client's manpower requirement on technical grounds/parlance.
* Searching/Sourcing potential candidates from the various sources viz., Portals, database, referrals, Contacts, networking, etc.
* Understanding the resume based on technology, skill set, experience and education, Short-listing the matched one.
* Interview aspirants and evaluate their skills over the phone/in person.
* Briefing the candidates about the job profile, formatting the resume in the required format.
* Screening and short-listing the candidates in accordance with the clients current requirements /Identification of Qualifiers and Disqualifiers.
* Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites.
* Co-ordinating the Clients from scheduling their interviews, selection and making offers till the offered candidates get on the board.
* Follow up till closure and post closure follow up
* Maintaining MIS on Recruitment like Hire Craft and Job Raiser.
* Handling and Maintenance of Database.
* Managing the entire recruiting cycle from candidate’s generation through direct sourcing and closing positions.

CLIENT MANAGEMENT

* Experience in client handling and interaction.
* Maintaining relationships with existing clients.
* Researching organizations and individuals online (especially on social media) to identify new leads and potential new markets.
* Researching the needs of other companies.
* Contacting potential clients via email or phone to establish rapport and set up meetings.

**Trainings Undergone:**

* Undergone 1 Month **block placement/training** at **Noble Consultancy, Chennai**
* Undergone Field work at **Vidivelli, St. Anne’s Rehabilitation Centre for the Mentally Challenged Children, Tiruchirapalli.**
* Undergone Field work at **TamilNadu State Transport Corporation, Tiruchirapalli.**
* Undergone Field work at **Kothari Sugars & Chemical Limited, Tiruchirapalli.**

*A study on Organisational Commitment among Employees in NewGen Imaging System, CHENNAI.*

**PERSONAL PROFILE**:

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| --- | --- |
| Name | M Priyadharsini |
| Gender | Female |
| Date of Birth | 03rd August 1985 |
| Marital Status | Married |
| Languages Known | Tamil, English, Kannada |
| Contact Details | +91-98410 63813, [harsh3.priya@gmail.com](mailto:harsh3.priya@gmail.com) |

I hereby submit this resume for your kind consideration and for favorable orders I assure you sir, if I am selected I will discharge my duties to the satisfaction of my superiors.

[Priyadharsini.M]