

Curriculum vitae

UDAYAKUMAR.L

No.6, D.B.R Nagar,
Hemachandra Nagar Extension,
Minjur - 601203,
Ponneri Taluk, Thiruvallur District.

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CARRER OBJECTIVE:

To involve myself in working with a team and to obtain a challenging position where I can effectively contribute my skills thus become a part of its progress and contribution to the organization.

Overall 2.9 Years in HR Recuritment.2.2 Years in IT Recuritment,7 months in Non IT Recruitment.

ACADEMIC CREDENTIALS

Course	College/School	Year of Passing	Percentage/Grade
MBA (HR&SYSTEM)	S.A. ENGINEERING COLLEGE.	2019	80%
BCA	SHREE CHANDRPRABHU JAIN COLLEGE.	2017	67%
HSC	DHARAM HINDUJA MATRIC HIGHER SECONDARY SCHOOL.	2014	73%
SSLC	ST. ANNE'S MATRIC HIGHER SECONDARY SCHOOL.	2012	88%

EXPERIENTIAL LEARNING:

COMPANY NAME: KAILASH SHIPPING SERVICES (Jan 2019 to April 2019)

PROJECT: Employment Document Database.

- Maintaining Employee Documents in File and Also in Software.
- Maintaining Daily to Daily Activities in Excel Tracker.
- Maintaining Personal Information of Employee Database in SAP Software.
- Communicating employer information to Authorized Persons.
- Completing timely reports on employment activity.

CAPGEMINI (20th Dec 2019 to 25th June 2020), (16th September 2020 to 16th March 2021)

ROLE: HR RECRUITMENT INTERN

- Co-coordinating interviews with the hiring managers
- Scheduling the interview.
- Following up on the interview process status.
- Completing timely reports on employment activity.
- Acting as HR Coordinator for the Recruitment Drive.
- Collecting Resumes and Assisting the candidates to reach the Technical Panel.
- Collecting Documents from the selected Candidates.
- Sending the Company Documents to the selected Candidates.
- Cross Checking the Candidate Collected Documents.
- Doing On boarding Activities.

INDUSIND BANK(21st June 2021 to 05th Feb 2022)

- Screening resumes from Naukri
- Scheduling the interview
- Follow up process
- Sending documents to selected candidates.
- Document collections & CIBIL Score check Process
- Doing on boarding of candidates
- Informing to candidate Employee Profile form in portal
- Attendance checking process from portal for candidates.

CAPGEMINI (BUZZWORKS Payroll 07th Feb 2022 to 03rd March 2023)

Designation :HR Recruiter (Subcontractor)

- Sourcing profiles from Naukri,Linkedin
- Taking HR interview for salary fitment.
- Scheduling L2 interview
- Follow up interview Process
- Doing coordination for teams interview
- Getting feedback from Panels
- Sharing documents to selected candidates & English Test
- Cross Checking candidate documents from suspect list
- Doing offer release for candidates
- On boarding the candidates

During B.C.A.

- ❖ Attended In Plant Training for 5 Days in HCL.

TECHNICAL SKILLS

- ❖ Completed in English Typewriting Junior grade.

INTERPERSONAL SKILL

- ❖ Confident and positive thinking.
- ❖ Good Worker.
- ❖ Self Confident

PERSONAL DETAILS

Father's Name	:	R.Lingaraja.
Mother's Name	:	L.Tamilselvi.
Date of Birth	:	08.05.1997
Age	:	27 years
Nationality	:	Indian
Gender	:	Male
Marital status	:	Single
Languages Known	:	English & Tamil (Read, Speak, write)
Hobbies	:	Listening to music, Playing cricket.

DECLARATION

I hereby declare that all the above-mentioned information regarding my personal and academics is true of my knowledge

Place : Minjur

Date :

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