



CONTACT ME

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EDUCATION

Masters of Business Administration

SRM University

2018 - 2020

Bachelor of Computer Science

University of Madras

2014 - 2017

SKILLS

Computer Skills

Communication Skills

Social media strategy

Marketing & Operations

People Handling Skills

SURYA PL

HR Recruiter

CAREER OBJECTIVE

To work in a pragmatic way in an organization where I can show my talent and enhance my skills to meet company goals and objective with full integrity and zest

WORK EXPERIENCE

HR Recruiter

Cognizant Technology Solutions

02/2022 - 11/2022

Payroll - DAY N DAY Services PVT LTD

- Currently working as a Full cycle recruiter, sourcing, screening, and interviewing.
- Sourcing various job applications based on the requirement and skills.
- Screening the applicants according to the Job Description we are looking for.
- Conducting one-on-one Telephonic discussions with the Screened selected candidates.
- Designed and maintained job postings on various social media sites and Company Career Portals.
- Coordinated with the hiring manager and participated as a Panelist.
- Post Selection, Coordinating with candidates from Offer Releasing till Onboarding.

Deputy Manager (Privilege Banker)

04/2021 - 12/2021

ICICI Bank Ltd

- Perform compliance, services, and operations in the branch
- Engage with customers and solve the queries
- Achieve targets

Operation Associate

2017 - 2018

SREE KRISHNA CARTONS

- Performing administrative duties, Improving production rates, Reducing costs, and Process orders
- Increased customer base

AWARDS

- IRDAI Certified 2021
- Coordinator for BAZAAR HEXA, 2020
- Sponsorship Team for BAZAAR PENTA, 2019
- Won 3rd prize in HR Workshop at C2C, 2018
- Runner up in Marketing Workshop at C2C, 2018
- Volunteered for RAI Summit, 2019