

CURRICULUM VITAE

MAHESWARI BALU

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CAREER OBJECTIVE

To work in a globally competitive environment & to play a successful role by providing value addition to the company through my structured learning management skills of trouble shooting, creativity and leadership.

PROFILE SUMMARY

- Good in understanding the business requirement.
- Excellent in identifying the need of the organization.
- Excellent in understanding and analyzing the human behaviour.
- Proficient in coordinating with people.

WORK EXPERIENCE

SCIO Decision services – Recruiter

September 2021 – April 2022

- Managed full recruitment cycle to keep company fully staffed.
- Created and posted jobs, scheduled interviews and managed pre-employment drug screenings and background checks.
- Screening, qualifying, and interviewing prospective candidates for targeted areas, making hiring recommendations and tracking results.
- Qualifying candidates, setting up initial phone interviews arranging phone and face-to-face interviews, negotiating compensation.
- Interviewed candidates with Leadership team to determine behavioral and cultural fits.
- Responsible for documenting all interviews, submitting scorecards and reviewing those scorecards with all managers.
- Created an Excel document used to track all qualified candidates, interview process, feedback, and open tasks for full visibility to the recruitment and hiring teams.

EDUCATIONAL QUALIFICATION

- MBA in HR from Bon Secours college for women, Thanjavur with 76%
- BE from Sengunthar Engineering college, Tiruchengode with 71%
- HSC from Christ the king Matric. Hr. Sec school, Kumbakonam with 75%.
- SSLC from Christ the king Matric. Hr. Sec school, Kumbakonam with 72%

TECHNICAL SKILLS

Operation systems : Windows Family, Linux

Software : MS Office

Languages & Scripting: C, C++, ASP.NET

PROJECT

Title: A study on employee welfare measures

Company: Thiru Arooran sugars limited, Thirumandankudi

ACHIEVEMENTS

- Successfully published my project “Effectiveness of Employee Welfare Measures” on International Journal of Informative & Futuristic Research.(Paper ID-IJIFR/V4/E9/013).
- Won 2nd prize in the Paper Presentation competition on the topic ‘ Impacts of cashless transactions’ at Annai college of Arts & Science, Kumbakonam.
- Participated in the event ‘ Best Manager ‘ at Tamilavel Umamaheswaranar Karanthai Arts College , Thanjavur.

PERSONAL DETAILS

Husband’s Name : S. Bharathraj

Age & DOB : 27 years & 19.02.1994

Marital Status : Married

Languages Known

To Speak : Tamil, Telugu and English

To Read & Write : Tamil, English