



Rithika G

HR IT Recruiter

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Profile

I am an outgoing, creative, goal-oriented, and resourceful person with a growing academic hunger. I take interest in human resources planning, conflict resolution, and societal dynamics to further my skills as an HR.

Education

- ☒ M.A Mass Communication at Mother Teresa Women's University, Chennai 2014-2016.
- ☒ B.Com at Asan Memorial college of Arts & Science , Chennai 2010-2013.

Skills

- ☒ Advance Excel.
- ☒ Completed Tally Erp.9.
- ☒ Negotiation skills.
- ☒ Clear communication.
- ☒ Great time management skills.
- ☒ Excellent multi-tasking skills.

Languages

- ☒ Tamil
- ☒ English
- ☒ Kannada
- ☒ Hindi
- ☒ Malayalam

Experience

HR IT Recruiter at Tentacle Infotech Pvt Ltd, Chennai Jul-2022 To Present.

- ✘ Getting requirements from the client and understanding the client's requirement as per the JD.
- ✘ Sourcing quality profiles to the client from the data base, job portals, job posting, mass mailing, internet searches within the stipulated time frame.
- ✘ Achieving allocated targets and preparing the daily, weekly and monthly report for the offshore team.
- ✘ Conducting initial telephonic screening to determine experience, skills, knowledge, fitment, CTC expectations and relocation constraints.
- ✘ Briefing the candidates about the job profile, salary package, organization etc.
- ✘ Validating the candidate's information (previous employer details, DOJ, reference check).
- ✘ Scheduling and coordinating the interview process between client and candidates, follow up till final rounds.
- ✘ Get timely feedback from the client on different level of interviews and updating the candidates accordingly.
- ✘ Salary negotiation with the candidates.
- ✘ Collecting the documents from shortlisted candidates.
- ✘ Work in sync with Onshore team for successful candidate onboarding including helping candidate with on boarding documents, information on BGV.
- ✘ Life cycle of IT recruitment process.
- ✘ Maintaining the records in the Excel sheet/Tracker. Updating the tracker on day-to-day basis and giving reports to management.

HR Executive at GK Software, Coimbatore. Jun-2018 To Jul-2021.

- ✘ Filed paperwork, sorted and delivered mail and maintained office organization.
- ✘ Delivered friendly assistance with new hires throughout interviewing and hiring process.
- ✘ Managed employee exit interviews and paperwork.
- ✘ Answered and redirected incoming phone calls for office.
- ✘ Recruited and screened qualified potential employees.
- ✘ Assisted with on-boarding process of new hires.
- ✘ Maintained and scheduled complex calendars.
- ✘ Coordinated itineraries and scheduled appointments for human resources staff.
- ✘ Organized new employee orientation schedules for new hires.

- ☒ Processed documentation for employee actions such as new hires, grievance resolutions and terminations.
- ☒ Compiled employee records from individual departments to maintain central files.
- ☒ Set up orientations and initial training for new employees.
- ☒ Tracked various statistics and kept detailed records to support human resources department.

**Marketing Executive at I Ads and Events, Chennai.
Mar-2017 To Apr-2018.**

- ☒ Transcribed data and organized spreadsheets to record pledges, phone calls and canvassing.
- ☒ Coordinated schedules and timelines for events.
- ☒ Hired, trained and supervised volunteers and support staff required for events.
- ☒ Consulted with customers to determine objectives and requirements for events.
- ☒ Reviewed event bills to confirm accuracy and approve payment.
- ☒ Organized, coordinated and deployed events while focusing on delivering superior customer service.

Personal Details:

Father Name : B.Ganesan
Address : No .18/5 Lakshmi Nagar 5th Main Road, Velachery
Chennai: 600042
Marital Status : Unmarried
Nationality : Indian
Strengths : Hard worker, Team facilitator, Punctual & Leadership qualities.

Declaration:

I sincerely declare that the information furnished above is true to the best knowledge.

Place:
Date:

Yours Sincerely
G.Rithika