Sandhiya M

Nationality: Indian   **Date of birth:** 24/08/1994   **Gender:** Female

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in **LinkedIn:** http://www.linkedin.com/in/sandhiyaofficial

📍 **Home:** chennai (India)

ABOUT ME

- Willing to learn new concepts related to my career growth.
- Good analytical and logical skills.
- Adapt to the environment and trends.
- Ability to build and maintain good relationship with customer.
- Ability to handle multiple tasks and solve the customer's query efficiently.

WORK EXPERIENCE

Associate HR
Tmangoes Hr consultancy [19/03/2021 – 31/01/2023]

City: chennai
Country: India

- Handling Recruitment with experience in Domestic Staffing for IT , non-IT, and manufacturing Industries
- Responsible for the End-to-End recruiting process to fulfill a large number of requirements.
- Working with direct clients , handling day-to-day requirement and high priority requirement also
- Actively involved in weekend drives and regular demands, coordinated with the panel for the interview.
- Sourcing candidates through various job sites and portals as well as from internal databases for the given requirements and specifications
- Posting and mass mailing the job requirements on job portals like Naukri and LinkedIn.
- Sending appropriate profiles matching the recruitments and arranging interviews with the technical panel.
- Understanding requirements, sourcing, pre-screening, negotiating salary packages, and shortlisting the candidates
- Take care of drives conducted on weekends to fulfill the requirement ASAP.
- Scheduling the shortlisted candidates for the technical round of interviews and coordinating the candidates.
- post-offer, following up with the candidate until the time of joining.
- maintaining a database of resources.

Skill Handled : Java, Fullstack developer, jira admin & developer, sales manager, Angular developer, Moblie application engineer, Solaris admin, Devops engineer, azure devops, Aws devops, System engineer, Project manager, Window L1, Wordpress, Drupal, IT Helpdesk Engineer, IBM Tririgia, Scrum Master, AS400 Admin, Oracle DBA, Sharepoint admin & developer

Senior customer service Executive
Intelenet Global Service Pvt Ltd [07/11/2016 – 13/03/2018]

City: chennai
Country: India

- It's banking process dealing with customer's debited / credited payments.
- To provide information on customer's payments related to the account details it has come from / gone into along with the reference of the payment.
- Retrieving Vouchers (credit slip/cheques) according to client's requirement.
- Obtaining beneficiary details for a customer's issued cheque.
- Investigating cheques which got unpaid/bounced back to the client's account.
- Investigating Missing credit(a missing payment) from the client's account .
- Applying Correcting entries/Contra entries to client's account for the payments which are debited/credited in error.
- Refunding/Cancelling a direct debit (set on periodic automation)

- Providing Break-down of a Bulk Credit(Based on issued cheque details)
- Dealing with Bulk Queries (Requirements which consists of more than 10 tasks in a single activity)

Operation Executive
BNY Mellon [05/10/2015 – 05/03/2016]

City: Chennai
Country: India

- GCM is where we receive IMMS and WSO; we can get the matched transactions. IMMS is the clientdata base, which we receive day to day.
- WSO is a BNY Book, which we maintain
- We prepare cash flow based upon the GCM matched and pending Tab
- And also works on the pending tab, to get matched..

EDUCATION AND TRAINING

Bachelor of Business Administration
Valliammal College For Women [10/07/2012 – 16/05/2015]

City: chennai
Country: India
Website: https://www.valliammal.edu.in/

Master in Business Administration in Human Resources.
Pondicherry University Loyola College [25/07/2015 – 18/06/2017]

City: chennai
Country: India
Website: https://www.loyolacollege.edu/pulc/director-desk

LANGUAGE SKILLS

Mother tongue(s): **Telugu**

Other language(s):

English

LISTENING C1 **READING** C2 **WRITING** C2
SPOKEN PRODUCTION C1 **SPOKEN INTERACTION** C1

Tamil

LISTENING C2 **READING** C2 **WRITING** C2
SPOKEN PRODUCTION C2 **SPOKEN INTERACTION** C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office / Outlook / Recuriment / Exposure to benefits and employee onboarding / SAP-FICO / Microsoft Office Suite: proficient user / Client- handling