

Saranya R

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☎ (0)9566602984

PROFESSIONAL SUMMARY

- Hands on experience on End-to-End Recruitment involves Sourcing, Shortlisting, Scheduling interviews.
- My Recruitment / HR experience ranges across, Non IT and IT Service Companies.
- Ability to work in a multitasking environment handling multiple assignments at a time.
- Experience in **Contract, and Permanent Staffing**.
- Experience in Front office position and shift In-charge.
- Hands on experience in processing the employees Joining formalities, Appointment Letter, Exit formalities.
- Good experience in handling Leave management system, salary, EPF & ESI calculation.
- Successfully managed the team size of 4 in resolving the tickets effectively.
- Trained the apprentice trainees on the technical support processes.
- Expert in co-ordination for the logistics shipments for on-time delivery.

Experience Snapshot

Organization	Designation	Skill Sets	Duration
Global Technologies	IT - Recruiter	<ul style="list-style-type: none">• End to End Recruiting	Jan 2022 – Till Date
TNEB (ponmani & co)	HR - Executive	<ul style="list-style-type: none">• Hiring for sub-station Shift Incharge• Joining and Exit Formalities• LMS and salary processing• EPF & ESI calculations• Front office Admin• Panel Measurement Reading	Nov 2018 – Dec 2021
Sri Venkat Ramana Transports & Logistics Ltd	HR – Admin Executive	<ul style="list-style-type: none">• Front office Admin• LMS and salary processing• Accounts for Logistics• Team leader – 4members• Training Apprentices	May 2012 – Aug 2015

SKILLS

- Office Tools : Microsoft Word, Excel, Power Point, Outlook
- Operating System : Windows 7, 10 and 11
- Job Portal : Monstor and LinkedIn

Academic Profile

Course	Name of the Institution	University/Board	Percentage	Year of Passing
B.E Electronics and Communication Engineering	SNS College Of Engineering, Coimbatore.	Anna University	70%	2012
HSC	K.G. Matric Higher Secondary School, Coimbatore.	Matriculation	70%	2008
SSLC	Swanthanthta Higher Secondary School, Coimbatore.	State Board	83%	2006

Personal Information

Date of Birth : 12.11.1989
Gender : Female
Marital Status : Married
Languages Known : English, Tamil
Strength : Communication, Responsibility, Adjustable in nature& Good in team work
Hobbies : Playing indoor games, listening to music
Address : 177/L Raman Kuttai Street, Sarcar Sama Kulam,
Coimbatore - 641107.

Declaration

I do hereby declare that the particulars of information and facts stated herein above are true, Correct and complete to the best of my knowledge and belief.

Place: Coimbatore

R Saranya