



Muthulakshmi J M

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Objective

Having more than 4 years of experience in domain HR. 2 months training program with SAP HCM (ERP ECC 6.0) An effective communicator and quick learner with a flair adapting to emerging trends. Highly motivated and goal oriented with excellent interpersonal skills.

Experience

- **TekArch Technology Pvt Ltd (Outsourcing), Bangalore** Sep 2021 - Present
HR Recruiter

Key results:

1. Good experience on sourcing profiles from various job portals such as Naukri, Monster, LinkedIn, Internal database and references.
2. Good understanding of the requirements received from clients plan and schedule a roadmap towards achieving the targets.
3. End to end recruitment process.
4. **Sourcing, screening** short listing resume, scheduling interviews and connect with offered candidates till joining.
5. Making feedback reports in MS-Excel and updating them on a regular basis. Keeping track of candidates for future reference.
6. Conducting HR interviews / Salary Negotiations / Relocation Expenses / Joining Bonus and notice period buy out for recruiting critical/ mid and senior level positions.
7. Sending weekly recruiting report / monthly report to the heads and hence keeping track of the resourcing objectives.
8. Worked with multiple clients like Infosys, Capgemini, Tata Elxsi, L&T, CTS, Deloitte.
9. **Skills hired for:** Testing (Automation, Manual and Performance), Developers (Front and back end, full stack), Java Technologies, IBM Technologies, DBMS, Operating Systems.

- **Moonshine Enterprise (Logistics), Chennai** Feb 2019 - July 2021
HR Executive

Employee Management:

1. Supporting various human resources functions including staffing, benefits and training.
2. Celebration of employees birthday, anniversary greetings, service anniversary.

HR Operations:

1. Employee lifecycle from Entry to Exit.
2. Creating and submitting to the top management all important MIS reports on weekly and monthly basis.
3. Hiring and training the employees with proper orientation and induction process.
4. Handling travel desk and complete admin part for the organization.
5. Managing and maintaining a setup that promotes optimum performance.
6. Conducting exit formalities.
7. Maintaining leaves and attendance.
8. Co-ordinated and worked with management on performance evaluations, supervisory practices, dispute resolution.

9. Assisting meetings with the managers.

Talent acquisition:

1. Preparing recruitment advertisement on job portal posting.
2. Managing complete recruitment lifecycle of candidates through databases, employee referral and job portals.
3. Preliminary screening of candidates profile, conducting telephonic interview and in-person interview and updating recruitment tracker.
4. Examining and issuing of employment, contact agreement / appointment letter/ offer-letter.
5. Induction and orientation of new joining employees.
6. Composing and keeping employees personal filling system up to date.

Technical Expertise

- SAP HCM ECC
- Personnel Administration
- Time Management
- Payroll - SAP HCM
- Organizational Management

Certification

- SAP Certified Application Associate Consultant- SAP HCM with ERP 6.0 EHP 7

Education

- **Bharathiyar University** 2023
MBA-HR
Awaiting for results
- **Dr G R Damodaran College of Science** 2017
BBA
78%
- **A V B Matriculation Higher Secondary School** 2014
HSC
84%
- **Sri Jayendra Saraswati Vidyalaya Matriculation Higher Secondary School** 2012
SSLC
83%

Projects

- **A Study on Employees Training and Development**
infinite Soft Solutions, Coimbatore
- **Career Oriented Course Work**
Personality Development and Communication skills
- **Subject Oriented Project**
A Report on Transactional Analysis

Languages

- Tamil
- English

Skills

- Recruitment

- Job posting
- Sourcing
- Head hunting
- IT Recruitment, Technical Recruitment
- Permanent Staffing, Contract Staffing
- Screening resumes
- Communication
- Onboarding
- Employee engagement
- Administration
- Exit formalities
- Induction program
- Grievance handling
- Performance monitoring
- Training and development