

# D Suguna Devi *HR Executive*

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📍 Chennai 600062

📅 1990/04/24

🇮🇳 Indian

💍 Married

♀ Female

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## Profile

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High-energy HR Executive offering 9.2 years of superior performance in human resources environments. Skillful at promoting employment opportunities in collaboration with online platforms. Successful at interviewing and securing top talent to achieve organizational targets. Knowledge of employer regulations and documentation requirements.

## Professional Experience

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2022/03 – 2023/07  
Chennai, India

### **KRG Technologies India Pvt Ltd**

*IT Recruiter*

Specialised in End-to-End IT Recruitment & Hiring Processes

✓ Expertise in Bulk Hiring, Contract Staffing, and On-boarding

✓ Emerging Social Media Recruiter with LinkedIn proficiency

✓ Creative problem solver with excellent multitasking skills

✓ Proven track record in managing client relationships

#### 💡 **Core Competencies:**

- |                                   |                        |
|-----------------------------------|------------------------|
| 🎯 Talent Acquisition              | 🎯 Salary Negotiation   |
| 🎯 Joining Formalities             | 🎯 Recruiting Software  |
| 🎯 Interview Process               | 🎯 Candidate Management |
| 🎯 Client Management               | 🎯 Sourcing & Screening |
| 🎯 Vendor Coordination             | 🎯 Niche Skills Hiring  |
| 🎯 Applicant Tracking System (ATS) |                        |

2016/04 – 2022/03  
Chennai, India

### **Dext Serv Technologies**

*HR Administrator*

- Insured all required employment documents were completed and signed.
- Provided new employees with their benefit options, ensured enrolment forms were complete, and provided each new employee a copy of the company policy employee manual.
- Administered the benefits program for all employees.
- Administer short-term disability plans, leave of absence, and paid time off for all employees.
- Request staffing needs from department managers to avoid under-staffing.

- Recommend appropriate training for new hires.

2015/05 – 2016/02  
Chennai, India

**Innovative Mould Solutions**

*HR Administrator*

- Researched and administered all employee benefits, including health and dental insurance plan.
- Prepared and communicated open enrolment benefit information.
- Prepared internal and external communications.
- Managed new hire employee paperwork, created employee file and entered deductions and withholdings into payroll system.
- Provided administrative support to Executive Director, Technical Director and Controller.
- Record keeper for all legal documents and corporate files for all Horizon business entities.

2014/07 – 2015/04  
Chennai, India

**Srinivasa Academy**

*Administrative Coordinator*

- Monitored and maintained office equipment, inventory supplies and order replacement supply as
- Coordinated building and management issues for general repair and updates.
- Assisted in organising conferences by booking rooms and fixing equipment issues.
- Greeted and welcomed guests and provided them with a positive first impression of the organisation.
- Maintained security and telecommunication system.
- Prepared letters and documents, and received and sorted mails.
- Complied with rules and regulations on keeping a safe and clean reception area

2011/09 – 2013/01  
Chennai, India

**Hinduja Global Solutions**

*Customer Relation Officer*

- Served in customer care environment to provide excellent customer service.
- Developed and executed strategies to meet company objectives and goals
- Provided analytical and result oriented services in line with company policies and procedures.
- Participated in all activities to minimise delinquency and loan losses.
- Ensured timely collection and follow up actions on potentially delinquent accounts

## Skills

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### Communication

● ● ● ● ●

Promoted healthy communication while navigating employee conflicts.

### Leadership

● ● ● ● ●

Demonstrated leadership skills by acting as team member on several projects.

### Decision-making

● ● ● ● ●

Engaged in critical thinking to provide solutions as problems arrived.

### Task prioritization

● ● ● ● ●

Managed task prioritisation to organise my day and decide which tasks must be handled first.

### Organizing

● ● ● ● ●

Demonstrated organisational skills by implementing new filing systems that increased efficiency.

## Languages

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• English

• Tamil

• Malayalam

## Awards

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2019

### Best Performer award

*Dext Serve Technologies Pvt Ltd).*

Best Employee-Hard Working dedication Award

2012

### Best Employer award

*Hinduja global solutions*

Tenure Employee -Best performer ward 2012

## Interests

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• Cooking

• Gardening

• Music

## Declaration

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I solemnly declare the information mentioned herein is true and correct to the best of my beliefs. All the details provided above are genuine to the best of my belief and knowledge. I hereby declare that the above particulars of facts and information stated are correct to the best of my belief and knowledge.



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**D Suguna Devi**  
Chennai