**R. POORANI**

**Plot No: 7, Ambiga Nagar, Urapakkam – 603210**

# Email ID: [rpoorani03@gmail.com](mailto:rpoorani03@gmail.com)

Phone .No: 7358420090

**Career Objective**

* Dedicated Consultant Associate seeking new employment opportunity in an organization to enhance my technical and managerial skills.

**Educational Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Year** | **Institute/University** | **Percentage/**  **CGPA** |
| **Graduation [MBA]** | 2013 | GKM college of engineering and technology / Anna University | 72% |
| **Graduation [B.Com]** | 2011 | Prof. Dhanapalan college for women / Madras University | 71% |
| **Senior Secondary** | 2008 | St. Anne’s Mat. Hr. Sec. School, Chennai - 63 | 53% |
| **Secondary** | 2006 | C.H.S. School, Chennai - 33 | 56% |

**Career Profile:**

**Designation:**Consultant

**Department:** HR Operations.

**Organization Name:** HTC Global Services

**Work Location:** Chennai.

**Duration:** 21.Jun.21 to 29.Jul.22

* + Conduct employee background verification checks.
  + Arrange and administer new hire employment documents.
  + Assist employees to complete the joining formalities.
  + Follow-up the candidates till they provide all the documents.
  + Update and Maintain HR MIS (Management Information System) tracker and employee Personal File Audit tracker in HRIS (Human Resource Information System).
  + Prepare and distribute weekly tracker based on Insufficiency issues.
  + Communicate with the candidate in case of Discrepancy and mitigate it.
  + Maintain complete employee detail with confidentiality.
  + Pre- Employment verification has been conducted.

**Designation:**ConsultantAssociate **Department:** HR Operations.

**Organization Name:** New Horizon Search Service.

**Work Location:** iNautix- Chennai.

**Duration:** 26.N0v.2016 to 21.Feb.2019

**Key Skills:**

**Key Skills:**

* + Conduct employee background verification checks.
  + Arrange and administer new hire employment documents.
  + Assist employees to complete the joining formalities.
  + Follow-up the candidates till they provide all the documents.
  + Update and Maintain HR MIS (Management Information System) tracker and employee Personal File Audit tracker in HRIS (Human Resource Information System).
  + Prepare and distribute weekly tracker based on Insufficiency issues.
  + Communicate with the candidate in case of Discrepancy and mitigate it.
  + Maintain complete employee detail with confidentiality.

**Job Description In ASD Intech**

**Designation:** Client Relationship Executive

**Department:** HR Operations. **Organization Name:** AsD Intech **Work Location:** Sutherland – Chennai. **Duration :** 10.jun.2015 to 31.12..2015 **Key Skills:**

* Conduct employee background verification checks.
* Arrange and administer new hire employment documents.
* Assist employees to complete the joining formalities.
* Update and Maintain HR MIS (Management Information System) tracker and employee Personal File Audit tracker in HRIS (Human Resource Information System).
* Prepare and distribute weekly tracker based on Insufficiency issues.
* Maintain complete employee detail with confidentiality.
* Assisting in the influx of resumes and screen candidates according to company criteria
* Works well with a team or autonomously.
* To research new resourcing recruiting channels.
* To follow-up on the initial progress of new employees.

**Job Description In Jai Varsha Home**

**Designation:** Tally Trainer

**Department:** Accounts

**Organization Name:** Jai varsha Home

**Duration:** 01-Aug-2013 to 30-Apr-2014

* + Teach them how to enter the day to day transcation.
  + Maintaining the Purchase and sales book.
  + Maintain of Banking Transaction .
  + Daily maintenance of Cash and Bank book

**Software Exposure**

* **Operating System :** Windows 98, 2000, XP
* **Softwar :** Tally Erp9, SAP HCM

**Project**

* **Project title**: Apprenticeship Training in Kanaech India (MBA summer project)
* **Project description:** Its aim to provide training toIT pass out and basic training to fresher candidates. To develop skilled workers to meet their requirement. The vocational training system and codified the shared responsibility of the state, the unions, associations and the chambers of trade and industry.
* **Project title**: Effectiveness of Motivation on the Employees in Hyundai Motor Ltd (MBA main project).
* **Project description:** The core responsibility of management is the effective utilization of human resources for achievements of organizational objectives. The personnel management is concerned with organizing human resources in such a way to get maximum output to the enterprise and to develop the talent of people at work to the fullest satisfaction. Motivation implies that one person, in organization context a manager, includes another, say an employee, to engage in action by ensuring that a channel to satisfy those needs and aspirations becomes available to the person.

**Journal Publication**

* International Research Journal of commerce.
* International Journal of Exclusive Management Research.

**Certifications**

* I won the certificate in State Level Mathematical Talent Search Competition in School
* I won the certificate in State Level Seminars in College.
* I won the certificate in workshop on “Project Management Concept” in College

**Personal skills**

* Willingness to learn
* Ability to work in team
* Building relationships
* Analytical thinking and decision-making

**Personal Details**

Name : R. Poorani

Date of Birth : 03.10.1990

Sex : Female

Marital Status : Married

Linguistic Proficiency : English, Tamil

Father Name : A.Ramanathan

Occupation : Retrd Senior Accountant , Daily Thanthi

**Declaration**

* I hereby declare that the above information is true and correct to the best of my knowledge.

Yours faithfully,

# (R. POORANI)

Place: Urapakkam Date: 4.Apr.2021