## TREESA TOM

✆**Mob**:+91-7200837957

🖂**E-Mail**: treesatom8@gmail.com

# ***Career Objective:***

To be an eminent performer, contributing my best to the organization in an ethical way, and thereby playing a significant role in the organization’s growth.

# ***Professional Experience***

**Revone8 Consulting Services(August 2018-Feb 2019)**

* Conducting the first level of interviews and salary negotiations with prospective candidates
* Coordination/ Pre joining engagement with the candidates till successful on boarding.
* Sourcing & Screening Profiles from various job portals doing the 1st level Screening
* Coordinating with the candidate till he joins the organization.
* Identify candidates through conventional & innovative sourcing methods.
* Following up with candidates with acceptance of offer letter and to confirm the joining date.
* Sourcing & Screening Profiles from various job portals doing the 1st level Screening
* Coordinating with the candidate till he joins the organization.
* Identify candidates through conventional & innovative sourcing methods.
* Following up with candidates with acceptance of offer letter and to confirm the joining date.
* Covered as a backup for the admin department for a period.
* Scheduling the interviews for the candidates and locking them on the given time.

# ***Professional Experience:HR Recruiter***

**TPF Software Inc(TSI), (September 2016–October2017)**

# ***Recruitment executive***

* Support the recruitment/hiring process by sourcing candidates, assisting in shortlisting, issuing employment contract etc.
* Schedule meetings, interviews, HR events, etc. and maintain teams agenda.
* Strategically utilize job boards, networks, forums, blogs and research methods to source passive Candidates.
* Own and juggle multiple requisitions and maintain high quality/ maximum traction for hiring at all time.
* Conduct competency based interviews to check their suitability towards the requirement.
* Speak with candidates to know their priorities if they have any constraints like location, clients etc.
* Perform job and task analysis to document job requirements and objectives.

# ***Technical/Non Technical Skills:***

**Application Software** :Microsoft Office Package.

**Recruitment portals :**Naukri,Monstor.

**Web Technolgies :**HTML,CSS

**Database**  :SQL

# ***Achievements:***

* Have got appreciation award from the Global Head in Support for the Recruitment Drive.
* Completed Diploma in Computer Application From CSC.
* Attended Implant training forat HCL, Chennai.

# ***Human Resource skills:***

* Key and Critical Talent Management and Succession Planning.
* Excellent communication and people skills.
* High degree of integrity and confidentiality
* Proven influencing, negotiation and time management skills and be able to work independently and meet deadlines.
* Outstanding interpersonal and communication (both written and verbal) skills.
* Desire to work as a team with a results-driven approach.
* Act as a point of contact and build influential candidate relationships during the selection process.

# ***Academic Records:***

**2018 PERSUING MBA** in Human Resource Management, MadrasUniversity, Chennai.

**2014 B.TECH**in Information Technology, Jeppiaar Engineering College, Chennai.

**2007 CLASS XII** from Sacred Heart Matriculations H.S.S, Chennai.

**2005 CLASS X** from ST Kevin’sA.I.H.S., Chennai.

# ***Personal Information:***

**Name** :TreesaTom

**Date OF Birth** :18.11.1989

**Father's name** :Tom Kuruvilla

**Mother’s name** :Nirmala Tom

**Nationality** :Indian

**Marital Status** :Single

**Languages Known** :English,Malayalam,Tamil

# ***Declaration:***

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. Humbly request you, that I may be given an opportunity to serve your esteemed organization and prove my talent.

Yours faithfully,

Treesa Tom