**OVIYA P**

**E-MAIL** : oviyapalanivel95@gmail.com

**Contact No** : +91-9791531417

**Professional Objectives:**

Seeking a quality environment where my knowledge can be shared and enriched for the growth of organization and myself. To Achieve Professional Excellence and Develop Leadership qualities.

**Summary:**

* A result oriented professional with overall 2.7 years of experience in HR activities & End-To-End Recruitment Process**.**
* An effective communicator with strong interpersonal skills.
* Providing counseling on policies and procedures.
* Being actively involved in recruitment by preparing job posting, coordinating interviews and managing the recruitment process.

**Work Experience:**

**Company Name:** Casfish International Pvt Ltd.

**Designation:** HR Executive

**Role:** Generalist

**Duration:** August 2022 - September 2023.

**Roles & Responsibilities:**

* Support the development and implementation of HR initiatives and systems.
* Worked on End-to-End Recruitment Process.
* Involved in Payroll Process.
* Worked on Employees PF and ESI.
* Develop training and development programs.
* Involved and conducted Committee meetings for employees.
* Support the management of disciplinary and grievance issues
* Maintain employee records according to policy and legal requirements
* Handling vendors
* Supporting health and wellness.
* Maintaining work place safety
* Handling admin task like attendance.

**Company Name:** Larsen & Toubro Infotech, Chennai

**Payroll:** Opportune Technologies Pvt Ltd, Mumbai.

**Designation:** HR Executive.

**Role:** IT Recruitment **Duration:** Oct 2021- To Aug 2022

**Roles & Responsibilities:**

* Competent in searching candidates through various channels like Job Portals (Naukri, LinkedIn, Monster, Shine) Employee Connect and Social Networking sites.
* Proficient in managing the recruitment of professionals at various levels for all positions/levels.
* Pre-screening & Sourcing the Candidates for the suitability, capability to the required skills in Job Requirements and calling them for interview.
* Scheduling interview for candidates and coordinating it.
* Handling Vendors and Providing requirements for vendors.
* Maintaining and updating Dashboard to track and manage applicants throughout various stages of the hiring process in time.
* Complete follow up and coordination with candidates from interview till post joining.

**Company Name:** PSRTEK, Chennai

**Designation:** Junior Talent Acquisition Specialist

**Role:** IT Recruiter   
**Duration:** Feb 2021- To Oct 2021

**Roles & Responsibilities:**

* Managing End to End Recruitment cycle.
* Sourcing resumes through active search from job portals- Naukri, Linked-In and references and sent bulk emails for various positions.
* Involved in all, majorly doing junior and middle level hiring.
* Pre-screening Candidates for the suitability, capability to the required skills in Job Requirements and calling them for interview.
* Maintaining and updating Dashboard to track and manage applicants throughout various stages of the hiring process in time.
* Complete follow up and coordination with candidates from interview till post joining.
* Salary Negotiations: Discussing the candidate’s needs and understanding their expectations for the salary plus ensuring that the profiles are processed in the given/predefined salary levels in the organization

**Clients Worked**: Hexaware Technologies, Virtusa Polaris, Mphasis, HCL, Birla soft, Altimetrik .

**Worked on below Requirements:**

* Java Technologies: Java, J2EE, Core Java, JSP, Hibernate, Springs, Struts, Micro services
* Web services: HTML5, CSS3, JavaScript, jQuery, Angular JS, Angular 2&above, Node JS, React JS.
* IT Infrastructure: Window Administration, Network Administration.
* Microsoft Technologies: .NET, ASP. Net, MVC.Net, .NET, Web Api
* DB Technologies: Oracle SQL Server, MY SQL
* CLOUD Technology: AWS, Azure, GCP, snowflake.
* Testing Technologies: Manual, Automation testing (Java, Selenium, Python), ETL, Mobile Testing, Performance testing.

Academic Qualification:

* MBA HR (2016-2018) from SRM Arts and Science College, Kattankulathur with 72.5%.
* PG Diploma (Public Relations) (2019) from Madras university, Chennai with 55%
* B.Sc. CS (2013-2016) from D.G. Vaishnav College, Chennai with 69.8%.
* H.S.C (2012-2013) from Kalgi Ranganathan Montford Matriculation Higher Secondary School, Chennai with 64%.
* SSLC (2010-2011) from Kalgi Ranganathan Montford Matriculation Higher Secondary School, Chennai with 70.5%.

Internship & Project Details:

* A Study on **Impact of Motivational Factors on Employees Performance** at **Integral Coach Factory. (Jan 2018-Apr 2018)**
* A General Project on **ARS Energy Pvt. Ltd.**

**Personal Details**

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| Father’s Name | : Palanivel K |
| Mother’s Name | : Mangaiyarkarasi P |
| Date of Birth | : 07 December 1995. |
| Gender/ Marital status | : Female / Married. |
| Nationality | : Indian |
| Religion | : Hindu |
| Linguistic Proficiencies | : Tamil, English, Hindi (Basic) |
| Permanent address | : Old no: 4/1, New no: 13, 2nd cross United India Nagar, Ayanavaram Chennai -23. |
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*I do hereby declare that the information furnished above is in accordance with fact and truth up to my knowledge and belief.*

**Place: Chennai**

**(OVIYA.P)**