

Maruthi Kanagarajan

HR Manager

Chicago, IL - Email me on Indeed: [indeed.com/r/Maruthi-Kanagarajan/3dd3c9a62f772d2c](https://www.indeed.com/r/Maruthi-Kanagarajan/3dd3c9a62f772d2c)

Experienced HR manager with focus on Recruitment and Selection in search of new challenges in Human Resource Management. Looking to develop career with my unique kind of proven people oriented skills along with high level of creativity and new approaches to promote positive work environment.

WORK EXPERIENCE

HR Manager

Mimi Technologies - London - July 2011 to January 2012

Responsibilities

- Responsible for all HR activities such as Recruitment, Training and Development, Compensation and Benefits, Rewards and Employee relations
- Implementing and maintaining new HR policies and procedures
- Follow up individual development needs and monitoring training costs
- Interview applicants and evaluate their skills
- Ensuring compliance with employment law
- Reviewed and managed new starter and leaver processes
- Provided on-the-job training to new employees which was very effective
- Coach and counsel management and employees on full range of HR activities such as employee relationship issues, policies & procedures, benefits, terms and conditions

HR Generalist

ERP School and Solutions - London - January 2010 to July 2011

Responsibilities

- To find the right person for the client from the candidate database
- Receive and review applications and manage interviews and short-list candidates
- Request for references and check the suitability of applicants before submitting their details to the client
- Brief the candidate about the responsibilities, salary and benefits of the job
- Prepare CVs for any applicant on request and forward it to the clients
- Organize interviews for the candidate as requested by the client
- Work on Employee relations and rewards in ERP
- Develop and maintain relationship with employment agencies, universities and trade unions

Project Worker

Careers Service, Middlesex University - London - July 2009 to December 2009

Responsibilities

- To look into CVs of the students who want to apply for jobs
- Publicize employers' vacancies
- Contact recruitment agencies about part time jobs
- Publicize JobsPlus Online and Careers Service to the students
- Organized sessions on Careers Service and other University campuses where all of them are lauded for unique approach

Manager

Texaas Techno Park - January 2007 to December 2008

Responsibilities

- Recruit and manage a team of Marketing Assistants for their training and development
- Recruit staffs for the courses available in the institution
- Implement performance management and development for the staffs
- Formalize reward strategy for the staffs and marketing executives
- Formalize recruitment strategy to recruit staffs for the institution

EDUCATION

MA in Human Resource Management

Middlesex University Business School - London

2009 to 2010

MBA

GRD Institute of Management - Coimbatore, Tamil Nadu

2006 to 2008

Bachelor in Commerce

PSG College of Arts & Science

2003 to 2006

ADDITIONAL INFORMATION

Skills and Strengths

- Effective leadership skills
- Good at motivating colleagues and promoting team work
- Strong conceptualization and analytical skills
- Excellent interpersonal communication
- Negotiating skills and the ability to maintain mutual internal and external relationships

IT Skills

- Operating systems: Mac, Windows 7, Vista, XP, 98, Linux
- Programming Languages: C, C++, Java, Visual Basic
- Spreadsheet: Microsoft Excel, SPSS
- ERP solutions: SAP (HR)