**MEERA .V**

3/31-9, Shri Venkateswara Complex,

Near Four Cross,

Athipalayam (PO),   
Coimbatore- 641110  
Phone: +91 –8220307884/7010739039  
E-Mail: meeravasudevan.v@gmail.com

**PROFESSIONAL SUMMARY**

* An HR professional with **6+years**of hard-core experience in IT and Non-IT Recruitments. I am expertise in entire recruitment life cycle from obtaining the job opening till closing the hire.
* **3+ years** plus Years of working experience as HR Executive.
* Proficient in Multitasking, sourcing and understanding of technology.
* Excellent organizational, Communication and time management skill.
* Ability to handle pressure highly motivated and result oriented team player with good interpersonal skills.

**EDUCATION**

* MBA from Info Institute of Engineering in 2013 with 76%
* BSC(CT) from Sri Ramakrishna Engineering college in 2011 with 76.9%
* 12th from Vivekam Matriculation Hr. Sec. School in 2008 with 80%
* 10th from  Vivekam Matriculation Hr. Sec. School  in 2006 with 81%

**EXPERINCE SUMMARY**

**ANWITHA IMPEX INDIA PVT LTD**

Anwitha Impex India Pvt. Ltd. has made a name for itself in the list of top suppliers of Industrial Evaporative Air coolers, Water Treatment Plants and Ozone Generators in India.

**Designation:** HR Executive

**Duration:** June 2018- June 2021

**Key Roles & Responsibilities:**

* Handling the Recruitment & Selection Process through various sources (Searching through Portals, preparing advertisement & Head Hunting).
* Taking HR round interview & salary negotiation.
* Ensuring timely distribution of offer letter, appointment letter & confirmation

Letter

* Taking Induction of new joining.
* Ensuring proper discipline in the Organization and following disciplinary

Procedures.

* Maintain Employee Personal File, attrition status, Manpower updating and

Absenteeism.

* Report, daily housekeeping report, and daily Maintenance report.
* Timely distribution of salary.
* Day to day Employee relationship building.
* Stationery management.

**G2 TECHNOLOGY SOLUTIONS** C:\Users\Meera\Desktop\logo.gif

G2TechSoft offers the industry’s most powerful Digital Transformation Solutions and partners with companies worldwide to help them harness the extreme power of digital transformation for **product development, Managed IT**, Testing services or Digital solutions. Over the past 12 years high levels of commitment to client needs, high degree of competence and strict adherence to quality norms has made it possible to build up an impressive list of 200+ happy clients globally which include some of the world’s most famous brands who operate across many sectors and has helped us complete 400 successful projects.

**Designation:** Senior Executive-Talent Acquisition

**Duration:** October 2014-July 2017

**Key Roles & Responsibilities:**

* Involved in end to end recruitment.
* Pro-actively identify, source, and recruit candidates through various Job Portals like Naukri, Monster, networking, Referral, Internal Database and Social Media networks like LinkedIn and Facebook.
* Scheduling interviews, and verifying candidate’s credentials & career expectations, to ensure whether they match with the organizational requirements.
* Co-ordinate & schedule interviews with the candidate and the technical team.
* Follow-up for feedback and keep the respective candidates informed of the same.
* Salary negotiation with the candidates.
* Responsible for end-end fresher’s recruitment from preparing questions, conducting tests, short listing and convincing them to sign a bond for 2 years.
* Convince the candidate to join in a particular timeline to fill the Position
* Managing Database of Candidates Applying each day.
* Hired fresher’s and Trained new candidates for our team.
* Handled Recruitment on technologies like PHP, ASP.Net, Java, Android, Technical Architect, IMS, Xamarin, Embedded, SAP etc.
* Preparing weekly and monthly reports on End to End recruitment process.
* Experience in conducting New Employee Survey, Job Satisfaction survey and maintaining employee reports and records.
* Basic Knowledge in HR Payroll and other HR Functions.

**RICHMOND TECHNOLOGIES C:\Users\Meera\Desktop\index.jpg**

Richmond Technologies is a premier talent search firm with a focus on the demands of future. With several years of experience in the area of talent search and placements, we are in a strong position to service the HR needs spanning across various industries. It emerges as an ISO 9001:2008 certified World-class Service Provider with expertise in **Recruitment Solutions and Study in India Education Services.**

**Designation:** Executive- Talent Sourcing

**Duration:** May 2014- October 2014

**Key Roles & Responsibilities:**

* Responsible for Recruitment of Candidates as per Client Specifications.
* Browsing Job portals (Naukri, Monster, Jobs ahead) for sourcing the profiles and Short-listing profiles based on the specifications of the requirement
* Initial screening and short listing of candidate as per job description and job specification
* Conducting first level interview (Telephonic) to check communication Skills, domain skills, interest level, availability, salary, etc.
* Scheduling the candidates and putting them for an interview
* Feedback and follow ups with candidates and clients
* Salary negotiation with Candidates
* Convince the candidate to join in a particular timeline to fill the Position.
* Doing Post Offer follow-up to make sure the candidate joins within given timeframe
* Coordination with the candidates till the offer is rolled out
* Screening from job portals.

**PROJECTS**

* A study on job satisfaction of employees in Suba plastics limited, Coimbatore.
* A study on performance appraisal system in Pricol limited, Coimbatore.

**ACHIEVEMENTS**

* Successfully closed the senior level requirements, executive levels and IMS Requirements within the time line in G2 Technology Solutions.
* Won first place in the event Inbasket training conducted at college level.
* Won second place in the event collage at college level.

**MY STRENGTH**

* Always wants to finish my work in time.
* Self-confidence, I'm a positive thinker
* I can adopt myself according to the environment.
* The ability to work in a team.

**COMPUTER SKILLS**

* Proficiency in Microsoft Word, Excel, PowerPoint.

**PERSONAL DETAILS**

* Name : Meera. V
* Date of Birth : 14-10-1990
* Gender : Female
* Marital status : Married
* Languages Known : Tamil, English, Telugu

I hereby declare that all the above-mentioned information is true to the best of my knowledge and belief.

**Date :**

**Place: Coimbatore (V. Meera)**