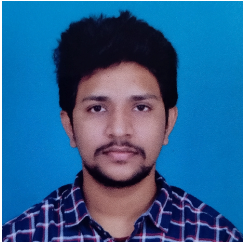## CONTACT

Ranjith Kumar

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- @ raziel27.company@gmail.com

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EDUCATION

2023-present	**TNOU** Msc psychology
2022-2023	**Alagappa university** Bachelor in Library and information science 85
2020-2022	**Govt Institute of cooperative management** Diploma in cooperative management 85
2013-2017	**ANNA UNIVERSITY** BE - MECHANICAL ENGINEERING 71

EXPERIENCE

Jun 2017 - Dec 2021

- **Sales manager and HR**
Sree silks - Textile manufacturing and sales
(1) **Team Leadership and Management**: Recruit, train, and manage sales teams to ensure they have the skills, knowledge, and resources needed to achieve targets
(2) **Customer Relationship Management (CRM):** Implement and maintain CRM systems to track customer interactions, manage leads, and foster long-term customer relationships.
(3) **Cross-functional Collaboration**: Collaborate with marketing, production, and finance departments to align sales strategies with overall business objectives and ensure smooth coordination across functions.
(4) **Inventory Management**: Coordinate with production and inventory management teams to ensure adequate stock levels to meet customer demand while minimizing excess inventory.
HR
(5) **Recruitment and Selection**: Develop recruitment strategies, source candidates, conduct interviews, and select suitable candidates for various positions within the company, including production workers, administrative staff, and management.
(6) **Employee Onboarding and Orientation**: Facilitate the onboarding process for new hires, including orientation programs, training sessions, and introduction to company policies and procedures.
(7) **Performance Management**: Establish performance management systems, conduct performance evaluations, provide feedback, and implement performance improvement plans as necessary to enhance employee productivity and engagement.
(8) **Employee Relations and Conflict Resolution**: Handle employee relations issues, mediate conflicts, and foster a positive work environment to promote employee satisfaction and retention.
(9) **Training and Development**: Identify training needs, design training programs, and facilitate employee development initiatives to enhance skills, knowledge, and performance across the organization.
(10) **Employee Engagement and Wellness Programs**: Develop and implement employee engagement initiatives, wellness programs, and social activities to foster a positive work culture and improve employee morale.

Mar 2022 - Jun 2022

- **Business development associate**
Think and learn pvt Ltd -Byjus
1.Understand the curriculum, content, and objectives of the courses offered by our organization.
2.Develop a deep understanding of the target audience and ideal candidate profiles for each course.
3.Utilize various channels to generate leads and attract potential candidates, including online platforms, social media, and networking events.
4.Serve as a point of contact for customer inquiries and support issues, addressing concerns

and providing product information as needed.
5.Maintain and update sales databases, CRM systems, and other records to track sales activities and customer interactions.
6.Participate in sales meetings, trainings, and events to stay updated on product knowledge, sales techniques, and company policies.

Nov 2023 - Dec 2023

- **Business development associate**
Jankalyan multipurpose education society
1. Understand the vision of the organization and value creation of projects for the underprivileged sector
2. Communicate with the team efficiently
3. Formulate strategies and pitch to raise funds
4. Promote our NGO's initiatives on various social media platforms
5. Identify donors and raise funds

Dec 2023 - March 2023

- **HR specialist- course enrollment specialist**
Theomnijobs
1.Understand the curriculum, content, and objectives of the courses offered by our organization.
2.Develop a deep understanding of the target audience and ideal candidate profiles for each course.
3.Utilize various channels to generate leads and attract potential candidates, including online platforms, social media, and networking events.
4.Engage with prospective candidates through phone calls, emails, and in-person meetings to discuss course offerings, benefits, and requirements.
5.Conduct initial screening assessments to evaluate candidates' qualifications, interests, and suitability for specific courses.
6.Provide detailed information about course schedules, tuition fees, financial aid options, and enrollment procedures to prospective candidates.
7.Address inquiries and concerns from candidates regarding course content, prerequisites, and career outcomes.
8.Collaborate with admissions and academic departments to ensure alignment between candidate qualifications and course prerequisites.
9.Maintain accurate records of candidate interactions, inquiries, and enrollment status using CRM software or enrollment management systems.
10.Follow up with candidates throughout the enrollment process to provide guidance, answer questions, and facilitate a smooth transition to the course.
11.Coordinate with marketing and outreach teams to develop promotional materials, campaigns, and strategies to attract potential candidates.
12.Stay informed about industry trends, market demands, and competitor offerings to effectively position our courses in the market.
13.Participate in training sessions, workshops, and professional development opportunities to enhance enrollment skills and knowledge

Dec 2023 - Present

- **HR - RECRUITMENT intern**
ULEAD -UNSCHOOL

SKILLS

- Business analytics
- Talent acquisition
- Psychology
- Leadership
- Time management
- Recruitment and staffing
- Effective communication
- Problem solving
- Documentation and record keeping
- Strategic work planning

INTERESTS

- HR Analytics
- HR Technology
- Industrial - Organisational psychology

LANGUAGES

- Tamil
- English
- Hindi - less fluent
- Malyalam - less fluent