

**RAJARAJAN.R**

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**OBJECTIVE:**

- To acquire a position more suited to my skills and capabilities. I intend to pursue a deep-rooted career in Information Technology related prospectus suited to my knowledge criteria.
- Endeavour to make the best use of my Skill sets/Potential to benefit the Organization.

**PROFESSIONAL EXPERIENCE:**

 **ACCENTURE:** Process Associate - (Mar 2018 – Dec 2018)

- Handled Patent related queries in providing information.
- Expertise in Handling Medical insurance related issues.
- Experienced in handling database and provided information only what specifically needed.

 **BIG BASKET:** Talent hiring (Vendor Support) – Jan 2019 – Jan 2021

- Recruitment: Handling end to end recruitment of Store managers, DC Line Supervisor, Sales Executives, Operational Staff, Pickers (Bulk), Packers (Bulk), Loaders (Bulk), Bike delivery Executives (Bulk) across Tamilnadu Posting Ads in Several E-commerce sites like OLX, Quickr etc and recruiting people for specific roles.
- Joining Formalities: Responsible for completing the joining formalities and providing induction to all the new employees.
- Post Recruitment: Managing the Post recruitment activities like ESI/PF, Employee Id Creation, Bank Account Openings for all the new Hires and cross checking the employee's attendance before payroll processing.
- Employee Engagement: Interacting with the employees in regular interval and solving their grievances.

 **GENIUS CONSULTANCY:** Senior Executive – Recruitment (Sep 2021- Present)

- Partner with customers to get a clear view on their strategic and financial objectives and hiring needs.
- Map role criteria, define position description and document specifications.
- Track and identify prospective candidates using a variety of channels.
- Assess candidates to ensure qualification match, cultural fit and compatibility.
- Conduct confidential interviews, follow-up references and check credits.
- Present shortlisted candidates and provide detailed profile summaries.
- Offer guidance and facilitate the negotiation process through to its completion.
- Follow up with clients and assist with the candidate's transition and on boarding process.

**ACADEMIC BACKGROUND:**

Course	College/ School	University/ Board	Year of passing	Aggregate percentage
MBA (HRM)	Loyola College	Pondicherry University	2021	7.3CGPA
B.sc ( Computer Science)	D.G.Vaishnav College	Madras University	2017	67%
XII std.	JAYA MHSS	State Board	2014	71%
X std.	ANGEL MHSS	State Board	2012	75%

**PERSONAL COMPETENCIES:**

- Positive attitude.
- Good listener and leadership skills.
- Effective Communicator.
- Good Grasping Power.
- Adaptability.

**PERSONAL DETAILS:**

Gender : Male  
DOB : 08-Nov-1996  
Nationality : Indian  
Languages Known : Tamil, English,  
Address for Communication: NO.4 Ramaligam street Gandhi nagar  
AVADI chennai 600071

Place: Chennai

(RajaRajan. R)