

**Chandramohan M**

**E-mail:** [Chandramohan132.cm@gmail.com](mailto:Chandramohan132.cm@gmail.com)

**Phone:** +91-7200722527

**OBJECTIVE:**

Human Resources Executive with Progressive experience managing employee benefits & compliance, onboarding & background verification, performance management process, licensure tracking and HR records. Dependable and organized team player with the ability to communicate effectively and efficiently. Skilled at building relationships with employees across all levels of an organization. Proficient with Excel, MS office, mail box management.

**QUALIFICATION:**

- **Bachelor in computer application** in S.C.S.V.M.V. University Kanchipuram with 60% in 2012
- **HSC from S.G.H.S.SCHOOL** - Kundrathur with 55% in 2009
- **SSLC from G.H.S.SCHOOL** – Anakaputhur with 50% in 2006

**AREA OF INTEREST:**

- Background Verification Process
- On-Boarding
- Training

**WORK EXPERIENCE:**

- Jr. Executive HR with 2.5 years of experience at Cognizant Technology Solutions.  
(2017 October – 2020 January)
- Senior processing executive in Cognizant from 2014 – 2017
- Process associate in Accenture from 2012 - 2014

**KEY RESPONSIBILITIES HANDLED:**

- Involved in candidates pre-joining and post joining activities and complete background verification process.
- Taking care of end to end HRMIS process for 18 countries in Europe
- Successfully completed automation projects for our team which saved resource utilization
- Interacting with the delivery team on regular basis and prioritizing requirements as per the billable effective dates. .
- Performing Back ground verification for candidates by coordinating with the vendor
- Conducting regular audits for the third party vendors
- Processing Invoice for vendors ensuring monthly payments
- Organizing off campus and campus hiring program
- Preparing and maintaining various MIS Reports like Tracker sheet, requirement and offer reports, to be sent to delivery heads and top management.

**PERSONAL DETAILS:**

Full Name : M. Chandra Mohan  
Date of Birth : 13<sup>th</sup> Feb, 1991  
Father's Name : P. Manimaran  
Nationality : Indian  
Marital Status : Single  
Languages Known : English, Tamil

**Declaration:**

I hereby declare that all information furnished above is true up to my knowledge and belief.

**Place:** Chennai

Chandra Mohan M  
**(Signature)**