

# PRABU K, MSW

## HR Recruiter



### Objective

To give my best performance as a human resource recruiter in your reputable organization, bringing strong knowledge of human resource policies and ability to utilize this knowledge in meeting deadlines.



### Skills

- Activity Planning
- Leadership
- Communication
- Data Collection
- Rapport Building
- Report writing
- MS Office



### Area of Interests

- HR Planning
- CSR Projects
- Training and Development
- Make Employee Participation



### Profession Synopsis

Confident to handle the day to day activities of the employees queries, Statutory Compliances, Contract Labour Management, General Administrative Activities, Comply with statutory requirements as per the ESI & Factories Act.



### Language

TAMIL

ENGLISH



### Personal Details



05-01-1999



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## Work Experience



### BR Raysoft



### HR Recruiter



October 2021 - Present



### Company Profile

Leading consulting and technology service company in India serving select CMM level 5 companies.



### Job Profile

- Recruitment
- Sourcing Profile
- Scheduling Interview
- Job Posting
- Bulk Mailing
- Identifying Candidate Skills



## Clients Served



### Delhivery



### HR Field Recruiter



August 2021 – October 2021



### Company Profile

Delhivery is an Indian logistics and e-commerce supply chain company. It is the largest and fastest growing fully-integrated player in India.



### Job Profile

- Recruitment
- Sourcing
- Documentation



## Education



### Master of Social Work (HRM)



Guru Nanak College



Score - 72%



Chennai



Jul 2019 – Apr 2021

### Bachelor of Science Mathematics



Loyola College



Score - 70%



Chennai



June 2016 – Apr 2019

### Higher Secondary School



Holy Infant Jesus Matriculation



Score - 77%



Chennai



June 2014 – Apr 2016

### Secondary School



Holy Infant Jesus Matriculation



Score - 94%



Chennai



Apr 2014



## Internship

### 1. HR Trainee (Intern)

TI METAL FORMING, Kakkalur (30 days)

- Recruitment
- Employee intake & Onboarding Process
- Suggestions to Implement
- Training and Safety
- Knowledge about HRD Scorecard Approach

### 2. Social Worker (Intern)

UTSSC, Chennai (30 days)

- Case work and Analyzing
- Group Work for the Children and Forming WSHG'S in the community

### 3. Greater Chennai Corporation (45 Days )

- Virtual Contact Tracing (Collecting information, Data entry, Counselling and Tracing COVID patients)

### 4. Social Worker (Intern)

S.P. Srinivasan Educational Society (3 months)

- Fund Raiser (Village Marathon 2020)



## Participations

- Participated in Various College Cultural & Won (Adzap, Mime, Variety)
- Participated in performing arts(Street Theatre) at inter college level
- Participated in Cricket tournament Inter college level.

## Job Sites



### Naukri

### Monster

### Shine

### Times Jobs

## Projects Done



### Master's Project

A Study on Factors Influencing Employee Retention among company Apprentices \ Trainees in TI Metal Forming, Kakkalur.

## Declaration



I hereby declare the above mentioned information is true to the best of my knowledge. I promise to be a Professional, Seeking every opportunity to learn new things.

