

CURRICULAM VITAE

BALAJI.G

Mobile : 8300627344

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CAREER OBJECTIVE:

To secure a challenging position where I can effectively contribute my skills, and innovative ideas to gain knowledge in the workoriented environment.

Professional Experience:

Vcan Informatic Servittum Pvt Ltd 05/08/2021 – Present

HR Recruiter Talent recruitment and acquisition professional with experience developing and executing

- Recruiting plans Manage all phases of full-cycle recruiting, from initial sourcing and screening through offer
- Negotiations, placement and onboarding. Partnering with hiring managers to determine staffing needs
- Screening resumes in Naukri, LinkedIn.
- Administering appropriate company assessments
- Creatively source high-caliber candidates by leveraging recruiting software, cold calling and
- Employee referrals. Following up on the interview process status
- Maintaining relationships with both internal and external clients to ensure staffing goals are
- Achieved. Uploading Profiles in Company Websites like Infosys, Slk Software Pvt Ltd
- Some of the clients work on Deal India, Servion Global, Konami Holding Corporation,
- Bahwan cybertek, Tech Mahindra, Legato, Hunger Rush, CNSI, XUBERANT, Applex InfoTech.

INTERNSHIP

- **SUMMER INTERNSHIP - @ MAGUDA ENGINEERING COMPANY – ACCOUNTS DEPARTMENT**
- **3 MONTH INTERNSHIP - @ EQUITAS SMALL FINANCE BANK LTD**
Project Topic - A Study On Complete cycle in Recruitment At
Equitas Small Finance Bank

ELECTIVE SUBJECT:

- Human Resource Management
- Finance Management

ACADEMIC QUALIFICATION:

COURSE	INSTITUTION	UNIVERSITY	YEAR OF PASSING	MARKS %
MBA (HR and Finance)	Sree Sastha institute of Engineering and Technology.ch-123	Anna University	2020	75%
B.com.(Bank Management) (BBM)	Dwaraka Dass Goverdhand Doss Vaishnav College. ch-106	Madras University	2018	75%
HSC	DR.B.M.S Mat.hr.sec.school. ch-30	State Board	2015	75%
SSLC	DR.B.M.S Mat.hr.sec.school. ch-30	State Board	2013	65%

STRENGTH:

- Ability to establish team work,
- Co-operative.

TECHNICAL SKILLS:

- TALLY.ERP 9
- VISUAL BASIC
- SPSS

HOBBY:

- Listening to music,
- Riding bike.

PERSONAL PROFILE:

Name : BALAJI G
D.O.B. : 27-OCT-1997
Father's name : GOVINDARAJ M
Gender : Male
Languages known : English, Tamil
Present Address : C62 1ST Main Road
Annanagar
Chennai- 102

DECLARATION:

I affirm that the information given above is true to the best of my knowledge.

Place : Chennai

Date : 28-01-2022

(BALAJIG)