

**DHAKSHANA MOORTHI. S**

No:7/109, Plot no:77, Naveen Illam  
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 Chennai-600056

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Phone no: 8667763685

**Objective :**

To secure a position as a Recruiter that utilizes my expertise in talent acquisition, interviewing, and screening and leverage my experience in recruitment to help an organization attract and retain top talent

**Work Experience :****1.CEO HR Consultancy Nov 2022 – till now (Jr.Technical Resourcing) –**

2 years of experience as a Recruiter working for both IT and Non- IT Clients

**Roles and Responsibilities:**

- Sourcing potential candidates using various online platforms (e.g. Naukri, LinkedIn other references )
- Screening resumes Performing in-person and phone interviews with candidates.
- Performing reference and background checks.
- Making recommendations to company hiring managers. Co-ordinating interviews with the hiring managers.
- Following up on the interview process status
- Maintaining relationships with both client and candidate for the interview.
- Once the Interview got completed we will be having a follow up with the client regarding the feedback.
- Support for the Salary negotiation with the candidate.

**CLIENTS :**

Coca-Cola	Clear touch(TCN)
ITC	Tata IIS
Equitas bank	Dinex
Nex G	Aarvee associates
Skanda holidays	Core energy systems
Saasant Infotech	Karpaga vinayaga
Cholamandalam Finance	Zen linen
TVS-T&S	Finquest Group
Birdie Investment	Farmers Briddge
Artson engineering(Tata group)	2CQR Automation
Classic win	Classic tools

**IT POSITIONS:**

UI designer	Network architect
Front end developer	FRM-Flutter with API
Backend developer	WPF Programmer
Python developer	Project developer(Payment gateways/ATM-Cards/Fasttag)
Full stack developer	Dot net developer
Project manager	Business analyst(AML/KYC,Recon,CMS,CRM)
Project delivery	Linux/Unix admin
Testing	Project delivery(Core banking)
Cloud admin	Java technical lead
RPA Automation	CBS Project delivery

**NON -IT POSITIONS:**

Accounts	Production-Team lead
BDM	Production-executive
Business Analyst(CA)	Maintenance-Team Lead
Head HR	QA-Microbiologist
GM Procurement	Automation engineer
Institutional sales	Welding trainer
Project Manager	Purchase/Procurement
Admin manager	Admin manager
Project co-ordinator	Sr.Engineer
Civil engineer	L&D Manager

**Skills:**

- Job Posting
- Bulk Mailing
- Sourcing(Naukri,LinkedIn)
- Screening
- Conducting Telephonic interviews
- Scheduling candidates for interview
- Salary Negotiation

**Education:**

- Completed MBA(HR&Operations) in 8.13 CGPA at Sri venkateshwara college of engineering and technology(2020-2022)
- Completed B.Tech(IT) in 6.92 CGPA at Tagore engineering college(2016-2020)
- Completed HSC in 57% at St.John's Matric Hr Sec School
- Completed SSLC in 82% at St.John's Matric Hr Sec School

**Technical skills :**Ms office , Excel , word

**Strength:** Self confidence, Trustworthy

**Projects :**

- " Enabling ternary hash tree based integrity verification for secure cloud data storage" UG project in year of 2020.
- " A study on human resource information system and planning " PG project in years of 2022

**Personal skills:**

- Ability to work under stress, punctual, Hardworking, strong in communication and team player

**Achievements and awards :**

- Awarded as the "PRIDE OF TAGORE "in the year of 2020 for discipline and attendance.
- Completed 3 months of internship program in HR at SPAR Max Hypermarket India Pvt Ltd.

**Personal Details :**

**Name :** Dhakshana moorthi. S

**D. O. B :** 18-08-1999

**Father name :** V. Sridhar

**Mother name :** T. Kiruba

**Languages known :** Tamil, English, Hindi, Telugu

**Hobbies :** Listening to music, watching horror, thriller movies.

**Declaration :**

I hereby declare that the above information is true to my knowledge

**SIGNATURE**

**Place:** Chennai

**Date :**

[DHAKSHANA MOORTHI.S]