



SANGEETHRAJ K

Senior HR Recruiter

📍 SALEM

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✉️ 9025159561

PROFILE

Dynamic HR professional with proven expertise in end-to-end recruitment across IT & Non-IT domains, coupled with strong skills in business development and HR operations. Adept at building talent pipelines, managing client relationships, and aligning HR strategies with business objectives.

💼 Core Competencies :

- ✓ IT & Non-IT Recruitment
(Sourcing → Onboarding)
- ✓ Business Development &
Client Engagement
- ✓ Employee Engagement & Retention
- ✓ Performance & Payroll Support
- ✓ HR Policies & Compliance
- ✓ Training & Development Initiatives
- ✓ Employer Branding &
Social Recruiting

🔍 Sourcing Platforms

- 🌐 LinkedIn Recruiter
- 💼 Naukri.com
- 👤 Indeed
- 📢 Social Media Hiring
(Facebook, Instagram, Twitter)
- 🤝 Employee Referral Programs

➤ EDUCATION

2017-2021

B.E (MECHATRONICS)

HINDUSTHAN COLLEGE OF
ENGINEERING AND TECHNOLOGY,
COIMBATORE

FIRST CLASS WITH DISTINCTION

CGPA- 8.75

➤ WORK EXPERIENCE

APR 2025 - PRESENT

ASRIDHI INFOTECH

- Skilled IT Recruiter with expertise in full-cycle hiring, including **sourcing, screening, interviewing, negotiation, and onboarding**.
- Adept at identifying and placing top talent across diverse **IT and Non-IT** roles in alignment with business requirements.
- Experienced in **Business Development and Client Relationship Management**, including talent mapping, workforce planning, and lead generation.
- Proficient in HR Operations such as employee engagement, payroll coordination, compliance, and policy implementation.

Certifications :

-  Communication – Cambridge
-  Employability Skills (Basics)
-  Employability Skills (Advanced)
-  Financial Literacy – UNICEF

Education :

-  10th Standard – 96%
-  12th Standard – 88%

Personal Details :

 Date of Birth : 19/11/1999

 Gender : Male

 Nationality : Indian

 Marital Status : Unmarried

Languages :

-  Tamil (Native)
-  English (Fluent)
-  Hindi (Intermediate)

Achievements :

 Fabricated a Kart and participated in Bharath Formula Karting (Season 1, 2, 3) – All India 4th Runner-Up.

 Completed Cambridge English Program – Preliminary Level.

- Knowledgeable in **Performance Management, Training & Development, and retention strategies** to support organizational growth.
- Strong command of multiple sourcing platforms including LinkedIn, Naukri, Monster, Indeed, Shine, referrals, and social media recruiting.

OCT 2021 - MAR 2025

SPIRITUAL ACADEMY

- Talent Acquisition Specialist with hands-on experience in full recruitment lifecycle for diverse **Non-IT roles**.
- Skilled in client coordination, **manpower planning, and vendor management** to ensure timely hiring solutions.
- Knowledgeable in **payroll assistance, compliance monitoring, and HR process administration**.
- Strong expertise in **employee engagement, retention programs, and performance support initiatives**.
- Quick to interpret **business priorities and align recruitment strategies** with organizational growth.

JAN 2021 - MAR 2021

SHAKTHI AUTOMATIONS

- Worked as an intern in recruiting clients of different domains like **Design engineers, Machine handlers , Transportation**.