



SANGEETHRAJ K

Senior HR Recruiter

📍 SALEM

📞 ksr191199@gmail.com

✉️ 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 - MAR2021

SHAKTHI AUTOMATIONS

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