

THIRUMALAI @ SUDHA G



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CAREER OBJECTIVE

Motivated HR Recruiter with one year of experience in talent acquisition, specializing in sourcing, screening, and onboarding candidates across various industries. Adept at utilizing platforms like LinkedIn Recruiter and job portals to identify top talent. Seeking to leverage my skills in a dynamic organization to contribute to effective recruitment strategies and organizational growth.

EDUCATION

MBA HR, S Veerasamy Chettiar College of Engineering & Tech, | **8.92 CGPA** (2020-2022)
Tenkasi.

B.SC Mathematics, SriParasakthi College for women, | **80%**

12th, Sri Ulaga Hr.Sec.School, Kadayanallur | **90%** (2016-2027)

10th, Sri Ulaga Hr.Sec.School, Kadayanallur | **96%** (2014-2015)

PROFESSIONAL EXPERIENCE

HR TALENT ACQUISITION – Just jobs Consultancy, Chennai. (2024-2025)

1. Talent Sourcing and Screening:

- Sourced candidates through job portals, social media, and professional networks like LinkedIn.
- Conducted initial phone screenings to assess qualifications, experience, and cultural fit.
- Shortlisted candidates based on job requirements and shared profiles with hiring managers.

2. Interview Coordination and Support:

- Scheduled interviews, coordinating between candidates and hiring managers.
- Assisted in conducting panel interviews and gathering feedback.
- Maintained communication with candidates throughout the process.

3. Offer Management and Onboarding:

- Drafted and extended offer letters to selected candidates.
- Negotiated salary and benefits when necessary.
- Facilitated pre-employment checks and smooth onboarding of new hires.

4. Candidate Relationship Management:

- Ensured a positive candidate experience with consistent communication.
- Maintained a talent pipeline for future recruitment needs.

5. Reporting and Documentation:

- Maintained accurate candidate records in the Applicant Tracking System (ATS).
- Prepared weekly recruitment progress reports.
- Ensured compliance with company policies and labor regulations.

Key Achievements:

Filled 30+ positions within the first year, including entry-level and mid-level roles.

Reduced time-to-hire by 30% through streamlined screening processes.
Achieved a 90% offer acceptance rate through enhanced candidate engagement.

ACHIEVEMENTS

Rank Holder of Anna university,
School first mark in SSLC.
Good performer , Target Achiever.

LAUNGUAGE

TAMIL

ENGLISH

PERSONAL DETAILS

Father' s Name – S. Ganesan
Gender - Female
DOB - 23/02/2001
Nationality - Indian

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge.

[Signature]

