

U. Divyasrikanth

Mobile: 8056739383

Email: divyasrikanthbca@gmail.com

LinkedIn: <https://www.linkedin.com/in/divya-u-pd>

PROFILE

As a Human Resource Associate with 2 years of experience in sourcing and attracting top talent in diverse industries. Proficient in utilizing various recruitment channels, conducting interviews, screening resumes, and negotiating job offers. Known for my communication, organizational skills, and ability to maintain a positive candidate experience throughout the hiring process. seeking opportunity to prove my skill and utilize my knowledge and intelligence for the growth of the organizations.

PROFESSIONAL SUMMARY

Fobes Skill Itech Pvt Ltd, Coimbatore

Human Resources Associate

(April 2025 - Present)

- HR operations & Policy support:** Assisted in employee relations, policy development, and maintaining accurate HR databases in collaboration with Senior HR.
- Recruitment Support:** Supported recruitment processes, including candidate follow-ups and onboarding coordination.
- Employee Relations & Communication:** Facilitated internal communication and coordinated day-to-day HR administrative tasks with Senior HR leadership.
- Prepare Targeted Questions:** Developed targeted interview questions tailored to specific roles, focusing on both technical competencies and cultural fit within the organization.
- Screening & Qualification:** Conduct initial screening to assess candidates qualifications, experience, and cultural fit. Qualify candidates before passing them to recruiters or hiring managers.

Fobes Skill Itech Pvt Ltd, Coimbatore

Human Resource Trainee

(June 2023 to March 2025)

- Communication:** Effectively communicated interview details to candidates, including date, time, duration, location, and virtual meeting instructions, ensuring a smooth and professional candidate experience.
- Contact the Candidate:** Reach out to the candidate through email or phone to propose a few potential interview times. Be polite, professional, and clear in your communication.
- Confirm the Location or Platform:** Specify whether the interview will be conducted in-person, over the phone, or via video conference. If it's a virtual interview, provide details about the platform (e.g., Zoom, Skype) and include any necessary login or meeting links.

- **Data Management:** Performed data validation, updated candidate statuses in Google Sheets, and maintained recruitment records in Microsoft Excel to ensure accurate and organized talent tracking.
- **Candidate Research & Identification:** Used advanced search techniques (LinkedIn, job boards,) to identify potential candidates.
- **Recruitment Coordination:** Maintained strong organizational skills to effectively manage multiple open roles and ensure timely follow-up and documentation in the hiring process. Keeping track of candidates, job openings, and the hiring process requires strong organizational skills.
- **Talent Efficiency:** Ensured seamless workforce continuity by replacing resigned or laid-off employees with qualified candidates within a one-week timeframe.
- **Onboarding & Compliance:** Collected, verified, and maintained employee identification documents and personal records in accordance with onboarding and compliance requirements.

EDUCATION

Bachelor of Computer Application (BCA)

VLB Janakiammal College of Arts & Science, Coimbatore (2023) Percentage 67%

SOFT SKILLS

- Professionalism & ability to work under pressure
- Leadership and critical thinking
- Team spirit
- Mentoring ability
- Conflict resolution

TECHNICAL SKILLS

- Typing Skill
- Data Entry
- Communication
- Cold Calling
- Sourcing
- HR Screening and Recruiting
- Customer Service & Telecalling

LANGUAGES

- Tamil
- English

DECLARATION

The above details furnished are true to my best of knowledge. I pledge that I will serve in your company in a disciplined manner.