

PORKODI PM

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Location: Chennai

PROFESSIONAL SUMMARY

Seasoned HR Professional with one year of experience in both IT and Non-IT sectors, managing the full recruitment lifecycle from sourcing to onboarding. Proven expertise in serving as a Single Point of Contact (SPOC), ensuring smooth recruitment coordination and seamless candidate transitions. Specializing in technical and non-technical hiring, delivering customized solutions aligned with client goals.

WORK EXPERIENCE

TalentPro India HR Pvt Ltd, Chennai

Executive - Executive Search | Aug 2024 – Present

Company Overview:

TalentPro, part of the Briley Group headquartered in Singapore, delivers end-to-end HR management solutions across India, with a global presence in the US, Europe, and Asia.

Key Responsibilities:

- **Full-Cycle Recruitment:** Managed end-to-end recruitment lifecycle including sourcing, screening, interviewing, offer management, onboarding, and post-hire follow-up for both permanent and contract roles.
- **Job Description Creation:** Partnered with hiring managers to create and refine role-specific job descriptions.
- **Sourcing Expertise:** Leveraged job portals (LinkedIn, Naukri, Foundit) and social media platforms to identify and engage qualified candidates.
- **Offer Management:** Drafted and issued offer letters for selected candidates, ensuring accuracy of terms for contract staffing roles.
- **Legal Documentation:** Created legal agreements and documentation through the EPIC Portal (Enterprise Portal).
- **Client Engagement:** Served as the Single Point of Contact (SPOC) for key clients.
- **Strategic Recruitment Planning:** Collaborated with business leaders and department heads to plan and execute hiring strategies for critical roles.
- **Stakeholder Coordination:** Maintained regular communication with internal stakeholders and client SPOCs to ensure timely closure of open positions.
- Experienced in using **Applicant Tracking Systems (ATS)- CEIPAL.**

EDUCATIONAL QUALIFICATION

- Secondary Education from Little Flower English Medium High School. (Nagari)
- Higher Secondary Education from Sai jothi junior college (Nagari)
- Under Graduation in B. Com (Computer Applications) from Seshachala Venkata Subbaiah degree college. (Nagari)
- Post Graduation M.B.A specialized in HR & Finance from Panimalar Engineering College. (Chennai)

PROJECT

Research Project:

- Done a research project on “**A Study on effective conflict resolution in multilingual work environment in trimaax technologies pvt ltd**” during the year 2023 in my M.B.A 2nd year.
- Done a research project on “**A Study on ethical implications of using artificial intelligence in talent acquisition in Neptune financial software pvt ltd**” during the year of 2024 in M.B.A 2nd year final semester.

CERTIFICATION

- Certified **Naukri Maestro Recruiter**, demonstrating expertise in recruitment strategies and talent acquisition.
- Certified in **Decision Making with Spreadsheet** course conducted by NPTEL in the year 2023.
- Attended a workshop on **Mutual Fund Investing** conducted by Finmark Company.

LANGUAGES

- English – Professional Proficiency
- Telugu - Native/ Bilingual Proficiency
- Tamil - Native/ Bilingual Proficiency

SKILLS

- MS Office
- MS Excel
- SPSS Software
- Negotiation
- Stakeholder Management
- Onboarding
- Teamwork
- Applicant Tracking System
- Client Management.

I hereby declare that all the above-mentioned information is true to the best of my knowledge and belief.

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