






CONTACT

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EDUCATION & CREDENTIALS

MBA - Human resources Management
(MK University)

Bachelor of Commerce - University
of Delhi

Selva Kumar

HR Professional | Researcher | Business Development

PROFESSIONAL PROFILE

Dynamic and results-driven professional with a proven record in Recruitment, Human resources, operations, and customer service for high-growth organizations. Skilled in developing and implementing initiatives that promote high-quality customer experiences. Dedicated to people leadership and development through coaching and training.

EXPERIENCE

Company - FCI CCM

Designation - Talent Acquisition Executive

Experience - May 2021 to Present

- Recruitment operations from sourcing, interviewing to offer release
- Conducting Induction/Orientation Sessions for New Joiners
- Management of Hiring Partners/Vendors of the company

Company - En World Group, Japan (New Era India)

Designation- Assistant Researcher

Experience-Mar 2019 to Nov 2020

Responsibilities - Recruitment Division

- Responsible for End-to-End recruitment in FMCG Domain with focus on Mid-Senior Levels.
- Well versed with Paid Job portals and Free Networking sites to identify potential candidates.
- Job involves sourcing, pre-screening, setting up interviews which includes briefing candidates about job specifications, onboarding and conducting Post Offer Follow Ups.
- Maintaining proper client communication and fulfilment of their objectives.

Responsibilities - Business Development Division

- Acquiring new clients by cold calling and via online portals research.
- Negotiate terms and conditions and ensure signing of contracts.
- Regular interaction with existing and new clients to understand their needs.
- Report on Key Accounts on weekly/monthly basis and Provide Qtrly forecast to Higher Management which forms part of future business expansion roadmap. Coordination with the delivery team.

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EXPERTISE

- Recruitment Specialist - Non-IT (FMCG) Industry.
- HR processes and systems
- Business Development - Business Lead Generation, including contract negotiations & onboarding.
- Delivery & Planning - Key Accounts Management and Strategic RoadMap Planning.
- Communication and reporting
- Technology Savvy& Social Media Savvy
- Team player and go getter
- Self-motivated and quick learner
- Ability to work under pressure
- Stakeholder management

EXPERIENCECONT.

Company - The Gap, Inc (An American Worldwide Clothing Retailer)

Designation - Merchandise Support Coordinator

Experience - 23/01/2017 to 22/01/2018 (One Year).s

- Part of Global Supply Chain Management Team which is very vital to the business.
- Vendor Management across AsiaRegion.
- Handled Vendor Communication including query resolution.
- Communication and reporting
- Creation, modification, and maintenance of Purchase orders in company software