



Thirumurugan Venkatesh

Talent Acquisition Specialist

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Career Objective:

With 7 years of experience in HR, I have led a 4-member team, ensuring timely position closures and identifying staffing needs. My expertise spans diverse hiring initiatives including fresher's hiring, lateral hiring, on-campus & off-campus hiring, HR business partnering, recruitment coordination, employer branding, and payroll & attendance management. I aim to leverage my HR background to transition into a Business Analyst role.

Areas of Expertise:

Talent Acquisition	Sourcing Profiles	End to End Recruitment
Screening & Evaluation	ATS	Technical Recruitment
Non IT Recruitment	Manpower Planning	Stakeholder & Vendor Management
Employer Branding	Campus & Bulk Hiring	Performance Management
Social Media Recruitment	Lateral Hiring	Attendance Management

Profile Summary:

- Led a 4-member team, ensuring timely position closures and identifying staffing needs, while analysing manpower gaps.
- Experienced in the entire recruitment cycle: requirement gathering, strategy sourcing, screening, selection, candidate assessment, interview coordination, scheduling, salary negotiation, offer generation, Onboarding, exit formalities, talent pipeline, and employer branding.
- Sourced applications via various platforms, screening using ATS, LinkedIn Recruiter, networking, database maintenance, and other job boards.
- Prepared HR analytics reports for review with the leadership team bi-weekly.
- Oversaw team managing the complete recruitment life cycle, sourcing talent from diverse channels.
- Experienced in pre- and post-Onboarding formalities, documentation, induction training planning, and team introductions.
- Mediated conflicts and addressed workplace issues to maintain a positive work environment.
- Participated in monitoring new recruits' 30-60-90 days assessment and providing necessary training.
- Monitored daily attendance and prepared month-end payroll reports.
- Followed up with line managers every 3 months for skill metrics, providing training and development programs, and conducting post-training assessments.
- Collaborated with the leadership team to align HR strategies with business goals, facilitating monthly Rewards & Recognition programs.
- Implemented initiatives for Employee Engagement, Surveys, and CSR Activities, supporting organizational change initiatives for smooth transitions.

Work Experience:

- SPAN Technologies Services | Senior Executive - Talent Acquisition | June 2022 – Nov 2023.
- Consolidated Premium Retail | Recruitment Executive | June 2019 – Feb 2022.
- TVS Training & Services | HR Executive | June 2018 – June 2019.
- Richmond Technologies | Senior IT Recruiter | May 2016 - June 2018.

Professional Achievements:

- Successfully On boarded 54 experienced new recruits in 16 months.
- Maintained a 97% conversion rate from offer to joining.
- Awarded Employee of the Month for three consecutive months for completing recruitment within the given TAT (Turnaround Time).
- Represented the HR team for Stage 1 ISO Audit and completed the documentation on time.

Academic Qualifications:

- B.Com CA (Computer Application) from Sree Sareshwathi Thayagaraj College, Pollachi in 2016 with 59%
- Higher Secondary School Certificate from Our Lady of Lourdes Matric Hr. Sec School, Pollachi in 2013 with 55%

Personal Skills:

- Strong business communication skills (verbal & written)
- People management and team handling
- Strategic thinking, design, planning, and implementation
- Business acumen

Languages:

- Tamil – Fluent
- English – Fluent
- Malayalam – Intermediate