



Sivasurya G

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PROFILE SUMMARY

Human Resources professional with more than 2 years of experience in talent acquisition, Organization development, and HR operations. Adept at managing recruitment processes, onboarding new hires, and implementing HR policies and procedures. Skilled in fostering positive workplace culture and addressing employee concerns. Strong interpersonal and communication skills with a proven ability to build effective working relationships at all levels of the organization.

EDUCATIONAL QUALIFICATION

Name of the Course	Institution	Percentage	Year of completion
MSW (HR)	Bharathiar University	68	2022
B.Sc. Physics	Sri Ramakrishna Mission Vidyalaya	73	2020
HSC	Srinivasa Vidhyalaya Matric Hr. Sec School	79	2017
SSLC	Srinivasa Vidhyalaya Matric Hr. Sec School	92	2015

EXPERIENCE:

Organization Development Consultant (January 2023 to Present)

Center for Excellence in Organization Pvt. Ltd, Chennai

Roles and responsibility:

- Recruitment: Screening and administrative work related to scheduling interviews with hiring teams (for both client and internal team)
- Onboarding New Joiners: Prepare onboarding schedules and induction for new employees
- Employee records management: Maintain accurate employee files and records
- Performance Management & Performance Gap Analysis: Conduct performance gap analysis to identify areas of improvement - Review Meeting, SAP/KAP

- **Evaluation and Reporting:** Documentation of evaluation data, prepare monthly reports, and present them to stakeholders (HR Managers, FH, SFH)
- **Competency Mapping:** Conduct meetings to identify skills and prepared skill matrix for all departments- PMD
- **Training and Development:** Conduct training need analysis, plan & execute training sessions, coordinate with trainers and arrange venues.
- **Behavioral and Soft Skills Training:** Conduct behavioral and soft skill training sessions.
- **Training Feedback Analysis:** Analyze feedback and documented training programs and engagement activities.
- **Employee Engagement:** Design systems to increase employee engagement.
- **Professional and Social Transformation:** Responsible for the professional and social transformation of skill scholars in the project.
- **Grievance Handling and Employee retention:** Handle grievances, provide career counselling, and to support employee retention.
- **Rewards and recognition:** Organize reward and recognition events based on performance evaluation
- **Organizational Development & Cultural Change Support:** To Support leaders in designing effective cultural change initiatives - prepared and updated SOPs
- **Client & stakeholders Coordination:** Coordination and follow up on monthly review meetings with the client (FH, SFH & BPHR).
- **Exit Interviews:** Conduct exit interviews to understand employee experiences and identify areas for improvement.
- **Research and Analysis:** Conduct dipstick survey and analyzed data to improve HR processes.
- **Poster Creation and WhatsApp Group Management:** Designed and shared posters for events and sessions and regularly update WhatsApp groups with day-to-day activities.

Talent Sourcing-Trainee (August 2022 to December 2022)

Ad Astra Consultants Pvt. Ltd, Coimbatore.

Roles and responsibility:

- End-to-end recruitment: Experience in IT and Non-IT Recruitment.
- Profile Sourcing: Sourcing, Screening and Recruiting for Mid-senior to leadership positions.
- Job portals: Job posting on different job portals like Naukri, LinkedIn and other developing job portals (Apna, Jobhai)
- Scheduling interview: Based on shortlisting, will check the candidate's availability and schedule the interview.
- Negotiated Employment Offers: Successfully negotiated and finalized job offers, ensuring they met both organizational goals and candidate expectations
- Follow up: Follow up with the candidates till the onboarding process.
- SPOC: Been as a SPOC for the client.
- Team lead: Able to lead the team in absence of our team lead.

CERTIFICATES

- Certificate course on basic knowledge in MS Office (Excel, Word, PowerPoint)
- Enhancing soft skills and personality (NPTEL course)
- Code of compliance for industries-HR perspective
- Certificate course on ISO in industries

EXTRA CURRICULAR ACTIVITIES

- ❖ NCC ‘C’ certificate holder.
- ❖ Actively participated in football at school level.

STRENGTHS

- ✓ Quick learner
- ✓ Adaptability
- ✓ Leadership
- ✓ Good decision-making skill
- ✓ Presentation skill

PERSONAL DETAILS

Date of Birth: 12-01-2000

Languages known: Read, write, speak: Tamil and English

Speak: Telugu

Nationality: Indian

Address: 3/439A, Nallipoompukar Nagar, Eripalayam(po), Udumalpet.

DECLARATION

I am Sivasurya, hereby declare that all the information given above is true to the best of my knowledge.