

M Priyadharsini
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OBJECTIVE

Looking out an opportunity to utilize my knowledge and skills for the growth of organizations and my personal development.

EDUCATIONAL QUALIFICATION

- **Master of Social Work (MSW – HR)** ,(April' 2008), from **Shrimathi Indira Gandhi College, Bharathidasan University**, Tiruchirapalli, secured **67 Percent**
- **Bachelor of Commerce (Bank Management)** from **Shrimathi Indira Gandhi College**, (April' 2006), affiliated to **Bharathidasan University**, Tiruchirapalli, secured **54 Percent**.
- **HSC** from **Jayendra Matriculation Higher Secondary School**, Tiruchirapalli, (April' 2003), secured **69 Percent**.
- **SSC** from **Town Higher Secondary School**, Kumbakonam, (April' 2001), secured **72 Percent**.
- **Completed the certificate course Honours Diploma in Computer Application (HDCA) at CSC.**

WORK EXPERIENCE

- Worked for **ABC STAFFING SOLUTIONS** as **Executive Recruiter** from **October 2010 to April 2012. (Promoted as SR Recruiter and Client Management)**
 - Handling the verticals like Manufacturing, Automobile (OEM & Ancillary), Paint, Electronics etc.
- Worked for **VENTURES HRD CENTRE PRIVATE LIMITED** as **HR – Recruiter Talent Acquisition** from **October 2009 to October 2010.**
 - Having rich experience in the verticals like Manufacturing, Automobile (OEM & Ancillary).
 - Able to handle multi tasks simultaneously
 - Ability to work independently and good team player

ROLES AND RESPONSIBILITIES

Handling Non IT Recruitment — Extensive experience into end to end recruitment from Non-IT section, preferably (Automobile-OEM/Ancillary / Chemical / Paint)

- Understanding client's manpower requirement on technical grounds/parlance.
- Searching/Sourcing potential candidates from the various sources viz., Portals, database, referrals, Contacts, networking, etc.
- Understanding the resume based on technology, skill set, experience and education, Short-listing the matched one.
- Interview aspirants and evaluate their skills over the phone/in person.
- Briefing the candidates about the job profile, formatting the resume in the required format.
- Screening and short-listing the candidates in accordance with the clients current requirements /Identification of Qualifiers and Disqualifiers.
- Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites.
- Co-ordinating the Clients from scheduling their interviews, selection and making offers till the offered candidates get on the board.
- Follow up till closure and post closure follow up
- Maintaining MIS on Recruitment like Hire Craft and Job Raiser.
- Handling and Maintenance of Database.
- Managing the entire recruiting cycle from candidate's generation through direct sourcing and closing positions.

CLIENT MANAGEMENT

- Experience in client handling and interaction.
- Maintaining relationships with existing clients.
- Researching organizations and individuals online (especially on social media) to identify new leads and potential new markets.
- Researching the needs of other companies.

- Contacting potential clients via email or phone to establish rapport and set up meetings.

Trainings Undergone:

- Undergone 1 Month **block placement/training** at **Noble Consultancy, Chennai**
- Undergone Field work at **Vidivelli, St. Anne's Rehabilitation Centre for the Mentally Challenged Children, Tiruchirapalli.**
- Undergone Field work at **TamilNadu State Transport Corporation, Tiruchirapalli.**
- Undergone Field work at **Kothari Sugars & Chemical Limited, Tiruchirapalli.**

A study on Organisational Commitment among Employees in NewGen Imaging System, CHENNAI.

PERSONAL PROFILE:

Name	M Priyadharsini
Gender	Female
Date of Birth	03rd August 1985
Marital Status	Married
Languages Known	Tamil, English, Kannada
Contact Details	+91-98410 63813, harsh3.priya@gmail.com

I hereby submit this resume for your kind consideration and for favorable orders
I assure you sir, if I am selected I will discharge my duties to the satisfaction of my superiors.

[Priyadharsini.M]