

KARTHIYAINI MANIVANNAN

HR PROFESSIONAL

CONTACT

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 Taramani, Chennai

SKILLS

Talent Hiring
TAT management
Negotiation and employee grievances handling
Data maintenance & Dashboard creation
End-to-end IT Recruitment

EDUCATION

Masters of Social work

GURU NANAK COLLEGE (Autonomous)

2018 - 2020

Specialized in Human Resources Management

Bachelor of Commerce

GURU NANAK COLLEGE (Autonomous)

2015 - 2018

LANGUAGES

English 
Tamil 

PROFILE

Human Resources professional with 3 years of experience, well-versed in designing, administering and Hiring to Exit HR process, end-to-end IT Recruitment, I am looking for continuous development in both professional and individual growth and a challenging work environment that would help to foster my Managerial Skills.

WORK EXPERIENCE

HR Recruiter

BrainVault Technologies

April 2022 till Present

Manpower planning with hiring manager to deliver a correct recourse

- JD creation and Job advertisement planning
- Head hunting through various job portal, conducting job drives (Online & Offline)
- Sourcing, interview scheduling with business & hiring manager
- Pre documentation and Salary Negotiation for shortlisted candidates
- Offer letter and BGV Initiation for shortlisted resources.
- Day 1 On-boarding and statutory document collection and submission
- MIS Report and Dashboard creation maintenance
- Strategic recruitment planning to retain the existing resources
- Campus hiring (Upcoming project)

HR Executivve

Kaspon Techworks

April 2021 to March 2022

Monthly man power planning (Retention and Attrition Data management)

Delivered effective support to hiring managers with full-cycle recruitment, salary negotiations, and employee retention

- Attendance and Leave management monthly bases
- HRIS / MIS maintenance
- Handling employee quires in regular bases
- Manage employee relations issues, including leading internal investigations and providing recommendations for resolution
- Hands on Experience in Payroll, ESI, PF & LWD.
- In collaboration with HR Business Partners, consult with managers and staff regarding employee relations concerns, including corrective action, workplace disputes, and facilitation of resolution of issues between management and staff
- Introduced HR metrics and client scorecards to monitor progress, achieving improvement during Appraisal times
- HR Dashboard creation and maintenance
- Conducting Employee Engagement programs and regular bases

Date :

Signature:

Place :