

Rajalakshmi Venkatramani

Senior Executive Human Resources

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🌐 [Rajalakshmi Venkatramani](#)

About

Over 10 years of progressive industry experience. Experience in managing a wide spectrum of HR activities encompassing Talent Acquisition, Induction, Employee Engagement Activity & Vendor Management.

Experience

Inuson Private Limited

November 2018 - Present

Senior Executive Human Resources

🔗 <https://www.linkedin.com/company/28153219>

Handling recruitment and new employee confirmation, induction and training. Handling leave maintenance, payroll, attendance and grievance handling. Handling performance appraisal, employee communication & exit formalities

Inuson Private Limited

November 2017 - November 2018

Team Lead - Sourcing / Recruitment / MRE

🔗 <https://www.linkedin.com/company/28153219>

Sourcing and recruiting for IT and Non IT requirements in US Market

Tenpath

October 2016 - October 2017

HR Associate - Subject Matter Expert

🔗 <https://www.linkedin.com/company/3806681>

Handling a team which includes 5-6 members, IT and non IT requirements in US Market. Getting potential candidates based on client's requirements.

Tenpath

April 2012 - October 2016

HR Associate - Technical Sourcer

🔗 <http://tenpath.com/>

Lifetime Careers

September 2011 - March 2012

HR Recruiter

 <https://www.linkedin.com/company/8311795>

Education

Bharathidasan University

2009 - 2011

MHRM

Human Resources Management

 GPA: 7

Organizational Developement

personnel management

Bharath College of Science & Management

2006 - 2009

Bachelor of Commerce - BCom

Business/Commerce, General

 GPA: 7

Kalyana Sundaram Higher Secondary School

2004 - 2006

Higher Secodary

Business Maths/ Commerce

 GPA: 9

Skills

Recruiting

Master

attendance management and Payroll Administration

Master

Master

Grievance Handling

Master

Training

Master

Various Job Portals

Master

naukri

monster.com

timesjob

indeed

linkedin

Data analytics

People management

Languages

English

Professional Speaker

Tamil

Native Speaker

Hindi

intermediate

Interests

Singing and Dancing Arts and Crafts