

Rajalakshmi Venkatramani

Senior Executive Human Resources

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🌐 [Rajalakshmi Venkatramani](#)

About

Professional with over 10 years of progressive industry experience with a proven and consistent track record of professional achievements. Strong understanding and background in all phases of Recruitment Life Cycle. Strong relationship and team skills. Experience in managing a wide spectrum of HR activities encompassing Talent Acquisition, Induction, Employee Engagement Activity & Vendor Management.

Experience

Inuson Private Limited

November 2017 - 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

Tenpath

April 2012 - 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.

Stand out Performer for 2 consecutive years

Organized numerous employee engagement programs

Organized employee health drive

Lifetime Careers

September 2011 - March 2012

HR Recruiter

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

Handling recruitment, IT and non IT requirements in US Market. Getting potential candidates based on client's requirements.

Education

Bharathidasan University

2009 - 2011

MHRM
Human Resources Management
GPA: 7

Organizational Development personnel management

Bharath College of Science & Management

2006 - 2009
Bachelor of Commerce - BCom
Business/Commerce, General
GPA: 7

Volunteer

KHS

January 2012 - January 2013
President - AIDS awareness club

Attended various AIDS awaremess camps aadudurai and throughout tamil nadu and organised a awaremess camp in thanjavur
Promoted as president in our school

Awards

15 April 2007
Genral Proficiency in Mathamatics
Bharath College
Secured first rank in mathamatics

Skills

Recruiting

Master

RCL

attendance management and Payroll

Master

Administration

Master

Grievance Handling

Master

Employee Training

Master

Various Job Portals

Master

naukri monster.com timesjob indeed linkedin

Data analytics

People management

Languages

English Tamil Hindi
Professional Speaker Native Speaker intermediate

Interests

Singing and Dancing Arts and Crafts