**THIVIYA SEVAKUMAR**

## Contact No. : +91-8870075262

**Mail Id :** [**thivithiviya26@gmail.com**](mailto:thivithiviya26@gmail.com)

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| **CAREER OBJECTIVE** |

To work in challenging assignments that will yield the twin benefits of job satisfaction and steady paced professional growth .

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| **ACADEMIC QUALIFICATION** |

* CompletedB**.**tech (EEE) from Pondicherry University in the year of 2013 with 72.50%
* Completed HSC from Nirmala Ranee Girls’ Higher Secondary School, Karaikal in the year of 2009 with 74.5%
* Completed SSLC from Nirmala Ranee Girls’ Higher Secondary School, Karaikal in the year of 2007 with 81.2%

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| **SOFTWARE PROFICIENCY** |

* Diploma in Software Testing
* Diploma in Computer Application
* Microsoft Office (Word, Excel and PowerPoint), Microsoft Outlook
* Programming Language (C,C++)

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| **TECHNICAL EDUCATION** |

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| **COURSE** | **LANGUAGE** | **BOARD** | **GRADE** | **YEAR OF PASSING** |
| Type writing | English | Tamil Nadu Technical Education | Junior | Aug 2009 |

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| **PROFESSIONAL INFORMATION** |

1. **ADARSH CONCEPT SCHOOL – TEACHER**

11th June 2018 to till date

**Roles and Responsibilities:**

* Handling English and Social studies from III to VIII grade
* Preparing Question papers
* Conducting cycle test
* Managing smart classes
* Preparing students for various extracurricular activities such as Quiz, aptitude & current affairs etc

1. **IMAGE INFOTAINMENT LIMITED – Executive- Talent Acquisition**

10th September 2015 to 31st January 2017/ Chennai

**Roles and Responsibilities:**

* Sourcing the required profiles from job portals like Naukri , indeed & social media websites like linkedin.
* Screening the candidates by conducting telephonic Interviews.
* Interview Co-ordination with shortlisted candidates for face to face interview.
* Taking initial level face to face interview before fixing up an meeting with technical team.
* Co-ordination between the technical team and concern department heads for future process.
* Handling Onboarding & Exit formalities.
* Taking care of documentation of new joinees.
* Sending Offer Letters.
* Grievance handling.
* Salary Negotiation.

1. **HEADHUNTERSINC CONSULTANCY PVT LTD – Sr. HR Recruiter**

10th December 2014 to 31st March 2015 / Chennai

**Roles and Responsibilities:**

* Sourcing the required profiles from job portals like Naukri, Monster and shine.
* Screening the candidates by conducting telephonic Interviews.
* Interview Co-ordination with shortlisted candidates for face to face interview.
* Client Servicing and follow ups.
* Sending the bulk mail’s and Sms.
* Job posting for a hot vacancy.
* Maintaining databases of candidates and employees as well.

1. **NIST INSTITUTE PRIVATE LIMITED –Executive Sales Operations**

02nd September 2013 to 31st October 2014 / Chennai

**Roles and Responsibilities:**

* To provide placement of the students so that operations run smoothly and effectively.
* To guide students on various interview techniques.
* Provide assistance to the students, by briefing them the expectation of the industry and employer.
* Sourcing ofCV’s
* Maintaining database of sourced profile and segregated as per JD.
* Knowledge and communication skill of the candidate is been checked initially by telephonic interview.
* Shortlisted candidates will be called for face to face interview.
* Informing candidates about the results of their interviews.
* Briefing the selected candidates about their responsibilities, salary and benefits of the job.
* MIS reporting

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| **PERSONAL INFORMATION** |

Date of Birth : 26.11.1991

Father’s Name : Seva Kumar.M

Mother’s Name : Santhi.S

Gender : Female

Marital status : Single

Nationality : Indian

Language Known : Tamil (Read/Write), English (Read/Write), Malayalam (Managable)

Permanent Address : F 20, Housing Board,

Nehru Nagar,

Karaikal, 609605 (DT)

Pondicherry (UT).

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| **DECLARATION** |

I hereby declare that the information furnished above is true to the best of my knowledge.

Yours truly,

Thiviya.S