**Curriculam Vitae**

**OBJECTIVE**

To provide high quality, relevant learning opportunities which enable students to maximize their educational, vocational and personal development potential thus facilitating the fulfillment of their aspirations.

**EDUCATION QUALIFICATION**

**Master’s Degree:**

* M.B.A. (H.R & FINANCE specialization) with 8.33 CGPA in Maharaja Engineering College, Avinashi in June 2011

**Bachelor’s Degree Qualification:**

* Bachelor in MATHEMATICS with 72.74% from Srimathi Indira Gandhi College, Trichy in June 2009

 **Diploma Qualification:**

* Diploma in Labour Law from University of Madras in 2013
* Diploma in Yoga from Bharathidasan University in May 2007

**Pre University Course:**

* XII-COMPUTER SCIENCEwith 69% from St.Joseph of Cluny Matriculation Higher Secondary School in 2006
* X-Classwith 72% from St.Joseph of Cluny Matriculation Higher Secondary School in 2004

**EXPERIENCE IN INTERNSHIP**

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| **1.** | **Company Name:** | E.I.D PARRY (INDIA) LIMITED, Nellikuppam, Cuddalore DT, Tamil Nadu-607105 |
|  | **Duration:** | From June 2010 to July 2010 |
|  | **Project Title:**  | Financial Performance |
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| **2.** | **Company Name:**  | NEYVELI LIGNITE CORPORATION LIMITED, Neyveli, 607 801 |
|  | **Duration:** | From March 2011 to May 2011 |
|  | **Project Title:** | HRD Practices |

**COMPUTER PROFICIENCY:**

* MS Office – Word, Excel, PowerPoint, Internet & E-mail operations
* Operating Systems – Working knowledge of Windows XP, Windows 7, Windows Vista
* PC packages
* Tally

**EXPERIENCE SUMMARY:**

* HR professional with 1+ years of rich experience in IT domain
* Efficiency in managing tasks involved hiring key talents including sourcing, screening, short-listing the candidates, scheduling/conducting interviews and negotiating salaries
* Well versed with End-End recruitment life cycle, client handling and vendor management
* A keen communicator/coordinator with the ability to relate to people across all hierarchical levels in the organization
* Coordinating with team members and manager in order to ensure smooth processing of interviews and fulfillment of bulk hiring targets and deadlines
* Maintaining daily, weekly, monthly, quarterly and annual hiring MIS

**PROFESSIONAL SNAPSHOT:**

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| **Associate HR** |
| * **Recruitment Process**
* **Interview Coordination**
* **Database Management**
* **Client Interaction**
 | * **Staffing**
* **Job portal Management**
* **Sourcing**
* **Permanent/Contract Hiring**
 | * **Convention**
* **Social Networks**
* **Reporting Process**
* **Invoices & Agreements**
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| **1.** | **Organization:** | Xenosoft Technology Pvt. Ltd, Bangalore. |
|  | **Position:** | HR-Recruiter |
|  | **Experience:** | Sep 2011 to Jan 2012 |
|  | **Reporting to:** | Head- HR and Team Leader. |

 **Key Area:**

* Recruiting candidates for various IT positions
* Handling IT Domain
* Managing Client

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| **2.** | **Organization:** | Focus Management Pvt. Ltd |
|  | **Position:** | Associate HR |
|  | **Experience:** | Mar 2012 to Nov 2012 |
|  | **Reporting to:** | Manager- HR |

**Job Responsibilities:**

* End to End recruitment process in domestic, which includes permanent, contract and C2H positions
* Understanding the requirements thoroughly, screening and shortlisting the candidates in accordance to the requirement
* Source candidates from Job portals like Naukri, Monster and Social Networks
* Posting ads on job portals, profile search through database
* Responsible for Sourcing & Screening candidates to ensure their qualifications & skills meet the requirement
* Briefing the candidates about the job profile and about organization
* Interacting/e-mailing to the screened/short listed candidates and checking their interest & availability
* Scheduling technical/final interviews either with the technical panel or with the management
* Group and follow up on the feedbacks
* Negotiating the rates/Salary Package with the candidates and closing the positions.
* Reporting to the VP on Recruitment Status on a daily basis
* Scheduling and co-coordinating for walk- in drives

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| **2.** | **Organization:** | Kendriya Vidyalaya No.2, AFS, Tambaram |
|  | **Position:** | Accountant DEO |
|  | **Experience:** | June 2016 to till date |
|  | **Reporting to:** | Principal |

**Job Responsibilities:**

* Office work including Accounting, Tally & salary for staffs.
* Typing letter and other backend work.

**Key Area:**

* Handling IT Domain
* Managing Client

**Key Skills:**

Knowledge in **PF, ESI, Gratuity, Attrition Report**

**Extra-Curricular Activities:**

Participated and presented a paper titled “**Process Innovation**” in the NATIONAL CONFERENCE ON INNOVATION MANAGEMENT STRATEGIES held in RVS Institute of Management Studies & Research, Coimbatore.

**PERSONAL DETAILS:**

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| **Father’s name:**  | Mr. D. Raju |
| **Date of Birth:** | 21th September 1988 |
| **Gender:** | Female |
| **Nationality:** | Indian |
| **Marital Status:** | Married |
| **Current Address:** | 6/1 Annai Nagar, Selaiyur, Chennai – 600073 |
| **Language known:** | English, Tamil & Telugu |

**DECLARATION**

I HEREBY DECLARE THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO BEST OF MY KNOWLEDGE.

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| **Place:** Chennai  | Yours faithfully, |
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|  |  |
| **Date:**  |  SUGANYA R |