

# P.A.MANIGANDAN

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## PROFESSIONAL SUMMARY

- Dynamic and results-oriented professional with 2 years 9 months of experience in US recruitment industry have been working as an US IT/Technical recruiter, possess comprehensive expertise across the entire recruitment life cycle including sourcing, screening, recruiting, interview scheduling and onboarding support, enabling to drive end-to-end hiring process efficiently.
- Strong experience as a recruiter to recruit IT and Telecom talent, through job boards and vendor partnership and extensively experienced in working with W2, C2C and 1099 Contracts, C2H, and Full Time.
- Over 5+ years of experience in facility management and also handling site lead operations such as vendor management, contract renewal, invoices, documentation, reporting to the operations team and clients. Managing the day to day operations & maintenance of all the electrical equipment, Such as Transformers, DG sets, UPS, Motors, DB, Starters (DOL & Star-Delta) and Energy Meter, etc. and preparing and implementing of AMC trackers, SOP's and PPM Check list and schedule.
- Over 8 years of experience, driving HR initiatives including hiring, joining/exit formalities support, employee engagement and training, attendance, compliance and documentation and also comprehensive experience in Facility Management such as Technical/Electrical/HVAC/Plumbing maintenance, vendor management and material/stationary management.



Nationality : Indian  
Born in : Jan 1994  
Gender : Male  
Marital Status : Single

Languages Known:  
Tamil, English and Telugu

Hobbies:  
Reading humor books, playing Cricket and Carrom, Movies, etc.

Current Address:  
Medavakkam  
Chennai – 600100

Permanent Address:  
Tiruttani (T.K),  
Thiruvallur (D.T) - 631201.

## EMPLOYMENT HISTORY

### US IT Recruiter

Jan'23 – Dec'24

#### Lorven Technologies Inc, Chennai

- Handling all aspects of the recruitment process for the IT positions.
- Develop creative and innovative strategies to reach talent, deploy outreach campaigns, engage with talent and perform screening and background checks.
- Play an active role in the negotiations phase and assist with making a final offer.
- Built and maintained strong relationships with clients and candidates by submitting quality resumes to clients and providing guidance and support to candidates.
- Maintained applicant tracking system (ATS) to ensure accurate and up-to-date candidate information, while also generating regular reports to track recruitment metrics and optimize strategies.
- ATS & Job Boards used: Ceipal & CB, Monster, Dice and LinkedIn.

### US IT/Technical Recruiter

Mar'22 – Dec'22

#### Avacend Solutions Pvt Ltd, Chennai

- Managed full recruitment lifecycle for IT/Non IT positions, from job requisition to onboarding, including sourcing, screening, interviewing, and hiring top talent, while ensuring a seamless candidate experience and meeting client expectations.
- Creating and managing candidate network and queue with wide variety of skills.
- ATS & Job Boards used: Ceipal & CB, Monster and LinkedIn.

**HR Internship (Virtual)****Dec'21 – May'22****Swago, Nagpur, Maharashtra**

- Acquired foundational knowledge in Human Resource Management, encompassing recruitment, talent management, employee engagement, training, compliance, benefits administration.
- Recruiting candidates by Job posting, Screening resumes, Interviewing and Shortlisting.
- Worked as a Sourcer for US IT Recruitment.

**Property Executive****Mar'21 – Mar'22**

Organization: Cushman & Wakefield Property Management Services India Pvt Ltd, Chennai.

Site: Minerva-Rage Communications Pvt Ltd, Santhome.

Operations: Providing end to end operations to the Clients, Property Management and Documentations and Mailing. Spearheaded manpower hiring, onboarding and administration, effectively managing employee documents, attendance records, training programs, vendor contracts and materials/stationaries to drive operational efficiency.

**Electrical Supervisor****Sep'20 - Mar'21**

Organization: Shabari Telecable Network Pvt Ltd, Saidapet, Chennai.

Site: Cognizant (TCO), Okkiyam Thoraipakkam, Chennai.

Operations: Organized ongoing maintenance schedules to boost system performance and supervising technical team of facility management.

**Electrical Technician****Nov'16 – Sep'20**

Organization: Sodexo Technical Services India Pvt Ltd, Kodambakkam, Chennai.

Site: Futura Tech Park, Sozhinganallur & TCS, Karapakkam, Chennai.

Operations: Maintenance and operations of Transformers (upto 2500KVA), Diesel Generators (upto 2000KVA), 33KV/433V HT & LT panels, UPS (upto 200KVA), Motors & Pumps and Starters (upto 50 HP), Circuit Breakers & Contactors, Power Distribution boards, Chillers and AHU, STP and WTP

**PROFESSIONAL CERTIFICATE**

Electrical Supervisor Competency Certificate (C - LICENCE) (Validity: June'28)

**ACADEMIC DETAIL**

- **MBA (HR-Marketing)** -- Lord Venkateshwaraa Engineering College, Kanchipuram -- Anna University, Chennai -- 2018
- **B.E (EEE)** -- Jaya Engineering College, Chennai -- Anna University, Chennai -- 2016
- **HSC** -- Dr. Radhakrishnan Govt. Hr. Sec. School, Tiruttani -- 2012
- **SSLC** -- Govt. High School, Chivvada, Tiruttani -- 2010

**SKILLS**

- ▲ Recruitment life cycle
- ▲ Negotiation
- ▲ Employee Engagement & Training
- ▲ Compliance and Documentation
- ▲ Time management
- ▲ MS office/O365
- ▲ Learning & Adaptability
- ▲ Attention to detail

**Place:** Chennai

Yours Truly,  
**(P.A.MANIGANDAN)**