

ARULRAJ.L

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Velachery, Chennai.

OBJECTIVE

I have over nine years of experience in the recruitment field, working with both IT and non-IT processes. My background includes a proven track record and team management experience. I am currently in search of better career opportunities to enhance my skills and align with the objectives of a prospective employer.

SKILLS

- Sourcing
 - Resume Screening
 - Negotiation
 - Attendance Management
 - ATS
 - Team Handling
 - Google Map
 - IT Recruitment
 - Interviewing
 - Candidate Assessment
 - Induction
 - Process Training
 - Time Management
 - Boolean Search
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WORK EXPERIENCE

TalentPro India HR Pvt Ltd, Chennai

Senior HR Recruiter

FEB 2013 to Dec 2024

- Identifying and sourcing the candidate's profile from Job Boards, Internet searches, Internal Database using different search techniques such as Boolean strings as per the client's requirement.
- Working for both IT and non-IT requirements.
- Knowledge of new employee orientation and onboarding process.
- Worked closely with hiring managers to grasp staffing requirements and align recruitment efforts with organizational objectives.
- Generated internal HR reports as requested by senior leadership, providing valuable insights to inform strategic decision-making.
- Monitored and analyzed the effectiveness of key sourcing tools while providing HR reports on sourcing activity and results during daily standups.

- Active Search: Resume search of active candidates from job boards such as LinkedIn, Indeed, Monster, CareerBuilder and Dice.
- Passive Search: Search for candidates on free job boards and social networking sites.
- Thorough knowledge of the recruiting process for different employment types.
- Experienced working on the Tax term W2, C2C along with H1B, EAD, CG, Citizen, TS.
- Led recruitment efforts for temporary, contract, and permanent roles through the VMS platform.
- Source and pre-screen all candidates, schedule interviews with the candidates, make offers and follow-up on offer acceptance and joining.
- Screen candidates for availability, interest level, salary range, etc.,
- Collaborated with recruiters and hiring managers to understand job requirements and develop effective sourcing strategies.
- Experienced in direct interaction with Account Managers for requirement gathering, rates, client expectations.
- Prepare submittal documents for each shortlisted candidate.
- Updating and maintaining thorough documentation on our proprietary database.
- Reached out to potential candidates through personalized messages, emails, or calls to introduce job opportunities and assess interest.
- Built and maintained relationships with candidates, keeping them informed about relevant job openings.
- Keep informing the job status to the candidates.
- Follow up the candidate's till joining the organization.
- Developed relationships with staffing vendors and professionals in the industry to expand the sourcing network.
- Maintaining daily reports and offers, on board details in MS-Excel.
- Experienced Working with the ADAPT, Ciepal and OORWIN Applicant Tracking Systems (ATS).

KEY RESPONSIBILITIES

- Responsible for giving training to the new joiners about the complete process.
- Ability to analyze, interpret and explain potential to handle a leadership role.
- Maintaining monthly MIS in MS-Excel.

Laserwords Pvt Ltd, Chennai

Executive in E-Publishing

Nov 2011 to July 2012

- Text and image extract by using Adobe editors.
- Converting Text and PDF format files into XML format.
- Handling XML E-Book Projects (Styling, Tag Edit).
- Proofread books and images.

OPERATING SYSTEM

Microsoft Windows 7, 10, Windows XP, Linux (Ubuntu).

BUSINESS APPLICATION

MS office suite (MS-Word, MS-Excel, MS-PowerPoint), Thunderbird.

APPRECIATION

Rewarded as an active team player.

EDUCATIONAL QUALIFICATION

MASTER OF BUSINESS ADMINISTRATION(MBA), in HR & Finance – 2021,
Madha Engineering College, Chennai.

BACHELOR OF COMPUTER APPLICATION(BCA) – 2011,
T.S.N College of Arts and Science, Chennai.

CERTIFICATIONS

- Certification from Great Learning for Supply Chain Management.
- Certification from Great Learning for ChatGPT for HR.
- Certification from Great Learning for Human Resource Management.
- Certification from Great Learning for Project Management.
- Certified Naukri Mastro Recruiter.

REFERENCES

Available upon request.