

# DAMODARAN D

## CONTACT

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## EDUCATION

2021 - 2023

SATHYABAMA UNIVERSITY

- MBA, HR and Finance

2018 - 2021

SRM UNIVERSITY

- Bachelor of Commerce

## SKILLS

- Microsoft O365 Tools
- Google Meet
- Google Forms
- Talent Acquisition and Sourcing
- Candidate Assessment and Screening
- Cost and Risk Management
- Data Privacy and Compliance
- HR Reporting and Onboarding process

## LANGUAGES

- English: Fluent
- Tamil: Fluent
- Telugu: Fluent

Reference available on request

## PROFILE SUMMARY

An aspiring individual with overall 1 year and 4 months of experience in the service industry. Currently looking for role where I can exhibit and upgrade the current skillset I possess (immediately available)

## CERTIFICATIONS

Imarticus Learning, Chennai

Certified Investment Banking Operations

- Learned about Securities and Derivatives, AML/KYC, Trade life Cycle(TLC), OTC Market, Risk Management

## WORK EXPERIENCE

Ven Consulting India Pvt Ltd, Bangalore JAN 2024 - FEB 2025  
HR Recruiter

- Successfully sourced, screened, and interviewed candidates for various job positions, including entry-level, mid-level roles.
- Conducted initial phone Screenings and interviews to assess candidates' qualifications, skills, and cultural fit with the organization.
- Coordinated interviews between candidates and hiring managers, providing guidance and support throughout the recruitment process.
- Collaborated closely with hiring managers to understand staffing needs and develop tailored recruitment plans, resulting in improved hiring outcomes and increased stakeholder satisfaction.
- Maintained accurate and up-to-date candidate records in the applicant tracking system (ATS), ensuring compliance with data privacy regulations and facilitating seamless recruitment processes.

### Achievements

- Successfully deployed 14 candidates to various roles across the organization, ensuring alignment with job requirements and company needs.
- Proven ability to achieve performance goals and earn financial incentives based on outstanding results.
- Boosted candidate pipeline by 15% through proactive sourcing and engagement on social media platforms.
- Maintained accurate and up-to-date candidate records, which has been improved in data accuracy and retrieval times

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**Rinex Technologies, Bangalore**

Oct 2023 - Jan 2023

**Administrative Assistant (Intern)**

- Support the overall administration tasks involved in a Sales and Marketing based environment.
  - Liaise with the sales teams and other business development teams to achieve optimum productivity.
  - Communicate with students from various colleges about courses being offered by the firm. Once the students decide to opt-in, their contacts will be shared with the respective teams for further processing.
  - Proficient with Microsoft related tools for internal communication and scheduling agendas.
  - Gather feedback from students through various modes such as Google Forms and Google Review to assess the team's performance and analyse for areas of improvement. These analysis insights are later to be cascaded to other teams.
  - Act as first line of process related support for student queries. Communicate with the client and the higher management on quality and productivity numbers.
  - Coordinate with the event management team which recruits new hires through campus placement.
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