

Divya.T



My Contact

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📍 Perambalur

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Hard Skill

- Tally (ERP9)
- Social Media Management
- Digital Marketing

Soft Skill

- Observation
- Communication
- Self-Motivated
- Problem-solving skills.
- Time management skills.

Education Background

Bishop Heber college-Trichy

- MBA (HR & Marketing) -2022
- B.sc-Maths -2020

Sri Ramakrishna Matric Hr Sec School
Perambalur

- HSC - 2017
- SSLC -2015

Project work

- MBA Project, US IT Mar 2021 – June 2021 (A Study on effectiveness of performance appraisal among employees at Diamond pick)
- Mathematics, Bachelor project Nov 2019 – April 2020 (A STUDY ON APPLICATIONS OF PARABOLA)

About Me

Assistant relationship manager with 10 months experience both service and sales side. And HR Executive with 10 months of experience in corporate environments. Strong background in hiring, training and dismissal processes. 5 months in Digital marketing (Social media marketing), looking for an opportunity to secure a challenging position in a reputed organization to develop my knowledge, and skills.

Professional Experience

TATA AIA Life Insurance, Chennai

Banca channel at Trichy

Assistant Relationship Manager (ARM).

Dec 2023 – May 2024

Jul 2023 – Dec 2023

Key responsibilities:

- Responsible for maintaining the leads in proper manner and given both services and sales.
- Responsible for execution of end to end set processes such as financial analysis, note making, documentation etc. for the transactions under the guidance of the Relationship Manager.
- Handle the phone calls and reply the enquiries from customers.
- Visit customers if needed to follow up customers' transaction instructions and clerical work.

Diamondpick- Chennai

HR Executive, Recruiter full time

Mar 2022 –Dec 2022

Key responsibilities:

- Recruiting full cycle recruitment involving addressing requirements, Identify the Prospective Candidates, Coordinate for Interviews & Follow-up with Clients regarding status and update same to consultants. recruiting processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
- Dealing with consultants on HIB, HIB Transfers, GC and CITIZEN, OPT, etc. Negotiating the rates on Contract, Contract to hire basis.
- Searching for requirements through Google groups, Linked In groups, Dice, Monster, etc, .

Ifortis corporate- Bangalore

intern HR, online intern

Jun 2021 – jul 2021

Key responsibilities:

Collaborated with team members to achieve target results.

DigiGrowHub-Mumbai

Digital Marketing Intern, Online intern

Feb 2021 – June 2021

Key responsibilities:

- Created engaging content for Quora, Facebook and Instagram.
- Prepared weekly updates and reports to track growth and success rates of marketing campaigns.

CERTIFICATES:

- HR intern certificate
- Tally ERP 9
- Ifortis HR intern
- Digital marketing course