

# BELBURT.S

## HR PROFESSIONAL

### CONTACT INFORMATION

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### TALENT AND SKILLS

- Client coordination
- Coordination of interviews and meeting
- Resume databases (Naukri, LinkedIn Recruiter, Indeed)
- Google Workspace
- Job role analysis
- Job posting on social media (LinkedIn, Facebook groups, WhatsApp communities)
- Passive Candidate Sourcing.
- End-to-End Recruitment Lifecycle

Creating job ads with good reach and engagement..

### EDUCATION

JP College of Arts and  
Science

Bachelor Degree of English  
Literature 2017-2020

Mepco Schlenk engineering  
college

Master of Business

Administration 2020-2022

### CO-CURRICULAR ACTIVITIES

- Attended workshop on Statistical Data Analysis using "STATCRAFT".
- Completed PGDCA Course
- Completed NPTEL Exam in International Marketing.

### ABOUT ME

Enthusiastic and detail-oriented HR professional with 1 year of hands-on experience in end-to-end recruitment, candidate screening, and interview coordination. Skilled in sourcing both active and passive candidates through job portals and social media platforms. Experienced in collaborating with hiring managers, maintaining candidate pipelines, and ensuring a positive recruitment experience

### WORK EXPERIENCE

#### EXECUTIVE RECRUITER

Vega Intelli Soft , Nandhabakkam, Chennai June 25  
2025 to Sep 30 2025

- 1.Coordinated with hiring managers as SPOC to align job requirements, interview feedback, and offer decisions.
- 2.Specialized in sourcing passive and active talent through platforms like LinkedIn, Naukri, and employee referrals using advanced Boolean search techniques.
- 3.Scheduled interviews and coordinated communication between candidates and hiring managers.

Aara Tech Pvt Ltd , Chennai Nov 10 2022 To Nov 4  
2023

- 1.Managed end-to-end recruitment process including job posting, sourcing, screening, and coordinating interviews.
- 2.Sourced suitable candidates from platforms like Naukri, LinkedIn, Indeed, and others.
- 3.Recruited for various technical and non-technical roles including Java Developers, PL/SQL Developers, Business Analysts, etc.
- 4.Handled joining and exit formalities for new and outgoing employees.
- 5.Maintained and monitored employee attendance data using ATS (Applicant Tracking System).
- 6.Worked directly with clients to understand hiring needs and deliver suitable profiles on time.
- 7.Supported HR operations such as documentation and employee data management.