

MADHUMITHA K

HR RECUIRTER

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SUMMARY

Enthusiastic and detail-oriented HR Recruiter with strong knowledge of talent acquisition, candidate sourcing, and interview coordination. Proficient in using ATS tools, job portals, and social media platforms to identify and engage potential talent. Eager to contribute to a dynamic HR team and grow within the field of recruitment and talent management.

PROFESSIONAL SKILLS

TECHNICAL SKILLS

Talent Acquisition	Interview coordinate	Excel advanced	Tracking ATS resume
Candidate sourcing	Interpersonal skills	Job portals	HRIS
Hr operations	Communication	Ms Word, presentation	

PROFESSIONAL EXPERIENCE

Titan company- hosur - HR recuirter & HR operation **2024-dec & jan-2025**

- Experienced HR professional with expertise in end-to-end recruitment, talent acquisition, and HR operations. Skilled in employee onboarding, HRIS management, payroll coordination, and compliance. Proven ability to streamline processes and enhance employee engagement.

Balaji garments - salem - Total quality management in HR **feb- april-2025**

- Worked on HR Total Quality Management (TQM) in a garments company for 3 months, focusing on process optimization and standardization.
- Assisted in employee onboarding, HRIS updates, and performance tracking to ensure smooth HR operations.
- Monitored employee satisfaction initiatives and suggested improvements to enhance engagement.

EDUCATION

Master of business administration **2023 - 2025**

AVS ARTS AND SCIENCE COLLEGE - SALEM

- Specialization in HR And MARKETING.

Bachelor of computer science - BSC **2020 - 2023**

SRI KAILASH WOMEN'S COLLEGE - THALAIVASAL

ACHIEVEMENTS

- Successfully completed a project analyzing Total Quality Management (TQM) principles and practices in organizations.
- Gained proficiency in data analysis, pivot tables, VLOOKUP, macros, and dashboards for efficient HR reporting.

ADDITIONAL INFORMATION

- **Tools** : Ms excel, canva, inshot editing.
- **languages** : Tamil, english, basic hindi.
- **job portals** : naukri, indeed, LinkedIn, social media.
- **certifications** : project ccompleted in 3 months, summer internship.