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## Profile Summary

HR Professional with Work Experience in recruitment, HR Coordination and employee management. Skilled in end to end recruitment, team management, bulk Hiring, performance management, documentation and meeting coordination In both Technical and Non Technical Roles. Experienced in conducting virtual interviews, preparing Minutes of meetings, handling employee queries, leave management and mail correspondence. Seeking to leverage my expertise to contribute to organizational growth while enhancing my professional skills and career progression

## Professional Skill

## Relevant Skill

- Time Management
- Offer Negotiation
- Bulk Hiring
- Performance Management
- Team Leadership & Training
- Recruitment Analytics
- IT & Non-IT Recruitment
- Employee Engagement

## Core Competencies

- JIBBLE
- OUTLOOK
- CANVA
- MS OFFICE
- NOTION
- CLICKUP
- SLACK
- BUFFER

## Education

### Bachelor of Science in Psychology

Sree Sarawathi Thyagaraja College, Pollachi (87%)

2016 - 2019

### Master in Applied Psychology

Rathinam College of Arts & Science, Coimbatore (92%)

2019 - 2021

## Work Experience

### HR and Talent Recruiter

Cybermind Works, Chennai

MAR 2025 - OCT 2025

End-to-End Recruitment Responsibilities :

- Posting job openings on platforms such as Indeed, LinkedIn, Hirect, Naukri, and Apna, Conducting screening processes, including telephonic interviews and assessments.
- Managing training and induction sessions for new hires, Handling joining formalities and ensuring smooth onboarding, Scheduling meetings and coordinating interview processes.

Onboarding Responsibilities :

- Sending offer letters and managing all employee documentation, Overseeing joining formalities, including Gateway ID creation, email ID setup, and induction programs.
- Ensuring completion of all onboarding procedures efficiently and on time.

Additional Responsibilities :

- Meeting coordination and calendar management, Attendance management and team coordination.
- Email correspondence, Monitoring and reporting employee performance metrics.
- Roles Recruited / Managed : Full Stack SDE Intern, Technical Content Writer, Software Engineer, Video Editor, Graphic Designer, UI/UX Designer.

## HR Specialist

CubicDesignz, Chennai

MAY 2024 – JAN 2025

### End-to-End Recruitment :

- Managed the complete recruitment process for both technical and non-technical roles.
- Sourcing: Proficient in utilizing platforms such as Indeed, LinkedIn, Apna, Hirect, Naukri, and Monster to identify and attract suitable candidates.
- Screening: Conducted telephonic and virtual interviews (including technical assessments) to evaluate candidates' skills and cultural fit.

### Onboarding :

- Handled all joining formalities, including offer letter issuance, documentation, induction training, employee ID/email creation, and other onboarding procedures for new joiners.

### Team Management :

- Coordinated with team members and senior management to track and report daily work updates assigned by the Manager, Managed email communication, payslip processing, employee engagement activities, and facilitated meeting scheduling and coordination.

### Documentation & Compliance :

- Collected, verified, and maintained employee and new joiner documentation, Monitored attendance records, ensured accuracy, and maintained employee files.

### Payroll & Reporting :

- Assisted in salary management and prepared monthly employee reports for submission to management.

### Roles Recruited :

Graphic Designer, UI/UX Designer, WordPress Developer, Operations Manager, SEO Specialist, Social Media Executive, Copywriter, Junior Accountant, and Social Media Manager.

## English Language Trainer

English Partner

DEC 2022 – JUL 2023

### Responsibilities :

- Conduct one-on-one sessions with students of all age groups (kindergarten to working professionals) via WhatsApp (chat, voice notes, calls) Provide group sessions for students with common interests or goals
- Create customized lesson plans focusing on practical application of English language skills (speaking, listening, reading, writing)
- Use real-life situations and daily tasks to make learning relevant and interesting
- Provide feedback, corrections, and guidance on language usage, pronunciation, and grammar
- Monitor progress, identify areas of improvement, and adjust lesson plans accordingly

## HR Recruiter & Coordinator

Genius Group Global, Bangalore

FEB 2022 – JUL 2022

### End-to-End Recruitment :

- Managed the complete recruitment lifecycle, including sourcing, screening, interviewing, selection, and onboarding.
- Posted and advertised job openings across multiple platforms such as Indeed, LinkedIn, Hirect, Apna, Monster, and Naukri, Reviewed resumes and Shortlist suitable candidates, Conducted telephonic and virtual interviews to assess candidates' skills, experience, and cultural fit.

### Onboarding Process :

- Managed all onboarding formalities including Gateway ID creation, bank details collection, documentation, and joining formalities for new hires.

### Meeting Coordination & Documentation :

- Coordinated daily work update meetings and maintained effective communication across teams, Collected, verified, and maintained employee documents, ensuring proper recordkeeping and compliance.

Roles Recruited : Business Development Executive , Business Development Manager, Office Assistant, Junior Accountant, and Executive Assistant.