

JENISHA T

NON-IT RECRUITER

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No,18/49,2ndst,Bharathiyar Nagar Ernavur,Chennai-57

Near: [Wimco Nagar Metro](#)

PROFESSIONAL SUMMARY

HR Executive with hands-on experience in end-to-end non-IT recruitment for white-collar and blue-collar roles. Seeking an in-house HR opportunity for long-term career growth and meaningful contribution to organizational success. Eager to learn US recruitment processes and ATS tools, with a strong commitment to HR growth.

KEY SKILLS

- Communication & Listening skills.
- End-to-End Recruitment
- Ms Office - Word, Excel, Outlook
- Talent Acquisition
- Sourcing & Screening
- Applicant Tracking Tools (Basic knowledge)
- Good Organizational and follow-up skills

EXPERIENCES

HIRE LAB CONSULTANCY | HR RECRUITER | Jan 2025 – Dec 2025 | Chennai

- **Experience in handling both white-collar and blue-collar** roles, including sourcing, screening, interview coordination, and onboarding support.
- **Handled end-to-end recruitment** for lower-end permanent positions, ensuring timely closure and smooth onboarding.
- **Sourcing and Screening** candidates through job portals including (Linkdin, Naukri, Apna, Job Hai, Work India) social media, referrals, and proactive calls,
- **Candidate Screening** Review resumes, conduct initial interviews, and assess candidates for both skills and culture fit with the client's organisation.
- **Manage time effectively** to handle multiple positions simultaneously and meet recruitment targets.
- **Coordinated with hiring managers** to understand requirements and ensure smooth hiring processes.
- **System and data management** Maintain and organize candidate records and data within an Applicant Tracking System (ATS).
- **Handled multiple hiring requirements** simultaneously while meeting timelines. Built and maintained a candidate pipeline for current and future hiring needs.
- **Supported onboarding documentation** and ensured compliance with company hiring policies.

TRUNEFY INFOBIZ PVT LTD | HR Intern |Aug2024–Nov 2024 | Chennai

Worked on sourcing and screening entry-level candidates.
Assisted in daily interview coordination and follow-ups.

IN-SOLUTION GLOBAL LTD (CITY UNION BANK)

Junior Processing Officer| Sep 2023–July2024 | Chennai

- Handled issuer chargebacks for debit cards across Visa, MasterCard, RuPay, NFS & Onus.
- Raised disputes through respective network portals. Monitored responses within defined TAT and processed settlement approvals.
- Coordinated with CUB bank teams for EOD customer refund closure.

EDUCATION

BBA (Bachelor of Business Administration) First Class
85% – Annai Velankanni's College for Women 2020 - 2023
MBA (HR) –University of Madras Distance Education

LANGUAGES:

- Tamil
- English

REFERENCE

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