

Vijay Prabhakaran

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Profile Summary

MBA (HR) graduate with 18 months of experience as an HR Recruiter in the BFSI sector. Expertise in end-to-end recruitment including sourcing, screening, interview coordination, offer management, and onboarding. Successfully handled bulk and lateral hiring, achieving an average of 30+ closures per month within defined TATs. Proficient in using job portals such as Naukri, Indeed, and LinkedIn along with ATS systems. Strong in stakeholder coordination, candidate engagement, and MIS reporting. Currently seeking opportunities in HR Recruitment / Talent Acquisition where my hiring expertise and process-driven approach can contribute to organizational growth.

Core Skills

- End-to-End Recruitment
- Talent Acquisition
- Sourcing & Screening
- ATS Management
- Interview Scheduling & Coordination
- Candidate Engagement
- Offer Negotiation
- MIS & Recruitment Reports
- HR Documentation
- Onboarding Support

Professional Experience

HR RECRUITER / SENIOR SALES MANAGER
HDB Financial Services

June'24 –November'24

- Collaborated with HR to recruit top sales talent, conducted interviews, and facilitated onboarding processes.
- Led and mentored a high-performing team, providing coaching and guidance to enhance performance and meet objectives.
- Monitored and analyzed the metrics to assess team performance and adjust strategies for optimal results.
- Streamlined internal communications to ensure clear and effective information flow within the organization.
- Addressed and resolved conflicts within the team, ensuring a harmonious and productive work environment.
- Identified high-potential team members and supported their career development through coaching and mentorship.
- Assisted in developing succession plans to ensure a pipeline of qualified candidates for key sales positions.

MANAGEMENT TRAINEE
HDB Financial Services

June '23 – May'24

- Assisted in the recruitment process, including posting job openings, screening resumes, scheduling interviews, and conducting orientation sessions for new hires.
- Supported HR team in addressing employee inquiries and concerns, fostering a positive workplace environment.
- Supervised and supported sales officers to achieve monthly sales targets.
- Provided general administrative support to the HR department, including scheduling meetings, maintaining calendars, and handling correspondence.
- Developed skills in performance evaluation and improvement strategies.

HR INTERN
Transenergy Pvt Ltd

Jan'23 – Apr'23

- Assisted in the recruitment process.
- Conducted initial candidate screenings.
- Assisted in conducting employee surveys.
- Monitored and reported on employee feedback.

BUSINESS DEVELOPER EXECUTIVE INTERN
Big Basket by Tata Enterprise

Aug'22 – Sept'22

- Analyzed quantitative and qualitative data from marketing campaigns.
- Conducted market analysis and competitive research.
- Supported the marketing team with daily administrative tasks.
- Assisted in marketing and advertising promotional activities on-site.
- Prepared promotional presentations.
- Distributed marketing materials.

Key Achievements

- Consistently met monthly hiring targets
- Reduced time-to-hire through effective sourcing strategies
- Built strong candidate pipelines for recurring roles

Education

Saveetha Engineering College – Anna University

MBA – Human Resources & Marketing

Year of Passing - 2023

Jaya College of Arts and Science – University of Madras

Bachelor of Business Administration

Year of Passing – 2021

Languages Known

- English - Fluent Proficiency
- Hindi - Fluent Proficiency
- Tamil - Speaking Proficiency
- Telugu - Speaking Proficiency