

KIRAN KUMAR D

Chennai - 600117 | +91 7305538234 | kirandass2003@gmail.com | <https://linkedin.com/in/kiran-kumar-417056309>

SUMMARY:

MBA (HR & Marketing) graduate with 4 months of Internship experience in IT recruitment. Skilled in sourcing, screening, HR operations support, and maintaining recruitment reports. Seeking for an entry-level HR role to contribute to talent acquisition and HR transformation initiatives.

SKILLS:

- End-to-End Recruitment
 - IT & Non-IT Sourcing
 - Vendor Management
 - SAP – Success Factors
 - HRMS Portal
 - MS Excel & Google Sheets
 - Digital Marketing
 - Onboarding & Induction
 - Attendance Monitoring
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HR INTERNSHIP EXPERIENCE:

CAFS InfoTech PVT LTD – Web & Mobile App Development Company [3 Months]

Supporting talent acquisition for a Chennai-based web and mobile application development company delivering custom software and digital solutions to clients

- **Full-Cycle Recruitment:** Managed the end-to-end hiring process for IT roles (Developers/Designers), including JD creation, screening, and interview scheduling.
- **Strategic Sourcing & Tracking:** Utilized LinkedIn, job portals, and cold calling to build talent pipelines while maintaining real-time hiring reports in Google Sheets.
- **Campus & External Relations:** Partnered with educational institutions and consultancies to coordinate bulk hiring initiatives and successful campus recruitment drives.
- **Employee Engagement:** Designed professional recognition content using Canva and organized team-building events to improve internal culture and morale.

Minuscules Technologies – IT service & Consulting Company [1 Month]

Partnering with global brands to navigate digital complexity through **strategic IT consulting** and **custom technology integration**

- Supported **end-to-end IT** recruitment processes including sourcing, screening, and interview coordination in collaboration with hiring managers
 - Conducted initial HR screening through cold calling and managed job posting across job portals and social media platforms to attract qualified candidates .
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EDUCATION:

MBA – [HR & Marketing] | 2024 - 2026
Vels University

B.com – CS | 2021 - 2023
DB Jain College

CERTIFICATION:

- **SAP Success Factors** [Employee Central]
 - **Digital Marketing** [Social Media Marketing & Content Creation]
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