

Mrs ABIRAMI K

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Current Location: Chennai

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Career Vision

To work in an organization that will provide a forum for both professional and individual growth and a challenging work environment that would help foster my managerial skills.

Career Summary

- Over a 5.10 year's total of professional experience with an expert HR with proven expertise in implementing the policy and procedure, recruiting, and hiring.
- Extensive experience and consummate achievements building multiple best-in class organizations.
- Expert in taking the order from the seniors and giving the valuable suggestions.

Work Experience

Profile: Recruiter

Organisation: Amazon Development Center (14th March 2022 – 23rd September 2022)

Job Responsibilities

- Partnering with Recruitment team to determine recruiting needs.
- Arrange the initial interview and ensure that candidate skills are matching perfectly with JD.
- Prepared job descriptions for various positions and developed appropriate questions for prospective candidates.
- Hiring for SDE-1 ; SDE-2 & Support Engineer role and matching the resume with criteria like skills and relevant work.
- Performing in-person and phone interviews with candidates.
- Scheduling Video conference interviews with the interview panel
- Maintain the profile to Hiring manager on the daily basis.
- To maintain and edit record on Amazon Hire portal & Beamery portal.
- Coordinated with hiring manager and participated in the interviewing panel.
- Analyzed various job applications and filtered candidates through telephonic or one on one interviews.
- Communicated results to the candidate and the organization for all selections.

Profile: Human Resource (HR) Executive

Organisation: Mindtree (Payroll : Randstad) (01st July 2021 – 21st January 2022)

Job Responsibilities

- SAP Full Life Cycle Recruitment: Receiving requirements & screening profiles to releasing offers and Onboarding Candidates.

- Experience on hiring all Levels of SAP: Interns/Freshers till Higher level Management.
- Engaging with talent across India for all the business units.
- Getting requirements from the ATS application, working on priority basis.
- Sourcing and validating candidates based on skills, experience required for the job.
- Taking care of candidate process from sourcing to CTC approval.
- Very strong Experience in working with SAP Modules.
- Posting jobs through ATS application to job portals and vendors (Naukri, LinkedIn).
- Scheduling interviews with panels and coordinating the interviews, getting feedbacks from panels, and updating the candidate details in ATS application.
- Coordinating Interviews with the Hiring Managers.
- Following Up on The Interview Process Status.
- Handling the weekend drives independently.
- Maintaining Relationships with Both Internal and External Clients to Ensure Staffing Goals Are Achieved.
- Collecting & Verifying the Documents.
- Taking Care of HR Discussions & releasing the Offers
- Providing specialized sourcing expertise for technical and niche profiles.

Skill Worked On:

- | | |
|-----------------|-----------------|
| ➤ SAP SD | ➤ SAP FICO |
| ➤ SAP MM | ➤ SAP FIORI |
| ➤ SAP ABAP HANA | ➤ SAP MDG |
| ➤ SAP PM | ➤ SAP ARCHIVING |
| ➤ SAP CFIN | ➤ SAP APO |

Profile: Human Resource (HR) Executive

Organisation: Tranxiti Technology Solutions Pvt Ltd (17th June'19 –30th June 2021)

Job Responsibilities

- Resourcing, screening, and shortlisting resumes through various job portals.
- Short listing the resumes based on the job requirement.
- Conducting telephone and Personal interviews with the HR Manager & Department heads.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
- Assist the HR manager in planning of Organizational recruitment.
- Take the interview of the recruiters.
- Make the joining documents of recruiters.
- Convey the Policies and rules to the employees.
- Maintain the records of employees.
- Track the daily attendance of the employees.
- Present the employees performance report in front of the HR manager.

- Familiarity with applicant tracking systems (ATS) and HR databases.

Employee On boarding:

- **Successfully on-boarded 200+ employees.**
- Systematizing employee initiation weeks to welcome them to the firm and educate them about the policies.

Profile: Human Resource (HR) Executive

Organisation: Pickzy Software Pvt Ltd (30th July'17 –19th March'19)

Job Responsibilities

- End-to-end Recruitment, Recruitments Utilizing various sourcing method like Web portals (i.e. Indeed, Monster, Times job, LinkedIn Free portals etc.,)
- Joining Formalities, Employees Personal File Maintenance.
- Responsible for issuing of Offer and Appointment letters and experienced letters.
- Ensure issuing identity cards and opening salary bank accounts for new joiners.
- Providing Joining Kit and Preparing salary breakdown details.
- Leave management, Background screening, Employment record verification.
- Professional reference checks.
- Preparing HR Reports & Recruitment Tracker (Excel).

Recruitment Skills worked on:

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|-------------------|---------------------------------------|
| ▪ Android | ▪ Python |
| ▪ IOS | ▪ UI/UX |
| ▪ PHP | ▪ React Native |
| ▪ Ruby on Rails | ▪ Node JS |
| ▪ Devops | ▪ Digital Marketing (SEO,SEM,PPC,SMO) |
| ▪ HR Recruiter | ▪ Business Analyst |
| ▪ Project Manager | ▪ Business Development Executive |
| ▪ Content Writer | ▪ Tester / QA |
| ▪ HR | ▪ Big Data |

HR Skills :

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|-----------------------------|------------------------------|
| • HR Policies & Procedures | • HRIS Technologies |
| • Employee Relations | • Performance Management |
| • Orientation & On boarding | • Organizational Development |

Talent Acquisition:

- Organizing end to end recruitment for 10+ departments in the organization.
- Recruited a total of 150+ employees in the past 4+ years.
- Formulating job descriptions, sourcing candidates, interview scheduling, rolling out offers etc.

Areas of Expertise

- | | |
|--------------------------|--------------------------------|
| ✓ HR Processes & Systems | ✓ Contract Document Generation |
| ✓ Answering Queries | ✓ Document Management |
| ✓ Pre-Screening | ✓ Short-Listing Candidates |
| ✓ On Boarding | ✓ Employee Training |

Profile: Sales Analyst

Organisation: Imarticus Learning (18th April'14 –31st January '15)

Job Responsibilities

- Calling the prospective students, educating them on the different training programs in financial services. Responsible for handling the queries on investment banking programs for working professionals. Handling of Walk-in and Telephonic enquiries.
- Regular follow up of walk-in and telephonic enquiry for Enrolment. Ensure monthly target closures and update the leads with daily status reports.

Educational Qualification

MBA Finance & HR – Jeppiaar Engineering College

Year of Passing – 2017 / Aggregate : 80 %

B.Sc Mathematics – M.O.P Vaishnav College for Women

Year of Passing – 2014 / Aggregate: 81%

HSC – Asan Memorial Higher Secondary School, Chennai

Year of Passing – 2011 / Aggregate: 71%

SSLC – Asan Memorial Higher Secondary School, Chennai

Year of Passing – 2009/ Aggregate: 72

Address for Communication

F3, Roopam Apartments, Ko.Su Mani Street, Padmanabha Nagar, Choolaimedu-94

STATION: CHENNAI

ABIRAMI KALIMUTHU