

KIRUBA K

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CAREER OBJECTIVE:

To work for a well-reputed organization, resourceful individual experience in a human resource unit. Seeking a human resource position to employ thorough knowledge of HR information system for effective management of recruitment database. To make a way where I can apply my acquired skills and contribute to the growth of the organization and grow parallel with it to achieve the goals.

ACADEMIC BACKGROUND:

02/2021	MBA in Human Resource and Management Loyola College - Pondicherry University – Chennai, TN Completed my MBA in HRM with 78% - Pondicherry University
05/2018	B.Sc Computer Science Valliammal College for women – Chennai Completed my Bachelor's Degree in Computer Science with 82%.
04/2015	Valliammal Matriculation Higher Secondary School – Chennai, TN HSC Valliammal Matriculation: Computer Science Completed my HSC with 81%.
04/2013	Valliammal Matriculation Higher Secondary School – Chennai, TN SSLC Valliammal Matriculation: State Board Completed my SSLC with 88%.

PERSONAL SKILLS:

- Excellent interpersonal and communication skills.
- Human resources strategy and Multitasking abilities.
- Knowledge of using Microsoft Word, Outlook, Excel and PowerPoint.
- Able to do detailed work with a high level of accuracy and Keen problem solver.
- Positive thinker, Self-motivated, and able to work in the team as well as an individual.

TECHNICAL SKILLS:

- ❖ **Languages :** C,C++
- ❖ **Software :** Microsoft office, Outlook and Applicant tracking system(ATS)
- ❖ **Operating System :** MS Word, MS Excel and MS PowerPoint

AREA OF INTEREST:

- I'm very much interested and participated in various sports and other club events.
- I'm Zonal Level Kho-Kho player and also won Inter – School sports Kho-Kho Tournament conducted by Padma Sarangapani School in the year 2013.
- I'm certified as Active participant in RSP, LEO activities and also participated in the event of Eye donation fortnight 2010 conducted by C U SHAH EYE BANK SANKARA NETHRALAYA.
- Received Excellent Performance Certificate from the current employer and also promoted to next level of culture aid in Pride Tech.

- Won the Office league Badminton championship Tournament Ajuba in 2019.

WORK EXPERIENCE:

Overall I have 3.7 years of work experience in corporate company.

HR Operation Executive - Pride Technologies Consulting (I) Pvt Ltd.

(03-2021 to Present)

- Lead on the end-to-end onboarding process with new hires and ensuring transactions are completed in a timely manner with high level of accuracy and positive candidate experience for the MN state and partial US states.
- Managing recruitment process from various search engine and portal for sourcing to place the right candidate to place for the right role.
- Ongoing admin of the full employee life cycle management. Serves as the primary HR point of contact with the employees and US legal requirements – contracts review, onboarding audit and grievance redressal.
- US onboarding and documentation of new hires including paperwork, background verification, employment verification, education verification, drug test and other medical verification initiation.
- Involving in HR compliance Audit for I-9, W2, state tax form, federal form and E-verification.
- Implement new policies, procedures and programs in support of business and handling client specific background check vendor like hireright, crimcheck and accurate now and working on the applicant tracking system.
- Maintaining timesheets records of the employees, timesheet audit and US payroll systems.
- Performing and proving root cause analysis on any escalations and effectively collaborating with recruitment team, Global security, local HR and other key stockholders to ensure resolution to issues.
- Knowledge of background screening processes, recruitment or human resources a plus. With excellent verbal and written communication plus co-ordination skills. Contributing to key initiative and projects.

Miramed Ajuba Solutions Pvt Ltd

(05-2018 to 01-2021)

- Joined on May 9th of 2018, Worked as an Account executive in Miramed Ajuba for International voice process.
- Checking eligibility for Medicaid insurance for patients in the state of Illinois, Chicago with the US healthcare representative.
- Handling live insurance calls with the providers and representatives, handling large scale of production in the healthcare process.
- Taking inbound calls and maintaining a proper record of Patient information. Grew client base through continued levels of outstanding services in various Dept.
- Good communication skills and knowledge, fluency and good accent and a presentable voice.
- Worked in different process and maintained an excellent production level.

HOBBIES:

- Playing badminton
- Listening to music
- Cycling

PERSONAL PROFILE:

Date of Birth: 28-06-1998

Age: 23

Gender: Female

Language Know: English, Tamil (can read, write and speak)

Marital Status: Single

Nationality: Indian

Experience: 3 Years 7 months

DECLARATION:

I hereby declare that the above – mentioned particulars are true to the best of my knowledge and belief.

Place: Chennai

Date:

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