

**NAVEEN RAJ S ,**

76/4,Zakir Hussain street

MGR nagar, Chennai-78.

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**CAREER OBJECTIVE:**

To bring my strong sense of dedication, motivation, and responsibility to our company, and to utilize my skills and qualifications which is obtained through my experience .

**ACADEMIC PROFILE:**

| Degree/<br>Course | Institution                                        | Board/University  | Year of<br>passing | Percentage |
|-------------------|----------------------------------------------------|-------------------|--------------------|------------|
| MBA(HR)           | Meenakshi sundarajan school of management          | Madras university | 2021               | 85         |
| BE(MECH)          | Easwari engineering college                        | Anna university   | 2019               | 6. 74      |
| HSC               | Spring Field mat higher sec school                 | State Board       | 2015               | 86         |
| SSLC              | spring field matriculation higher secondary school | State board       | 2013               | 93.2       |

**Work Experience :****HUMAN RESOURCE TRAINEE(June 2021 to Current)****Lapiz digital services-Chennai**

- Handling full end to end recruitment process from sourcing to onboarding
- Maintaining the complete documentation of employees,which includes all the company's as well as proof documents
- Conducting induction programs for new joiners.
- Doing Background Verification for experienced candidates to ensure the authentication of documents submitted.
- Have also been into Admin activities and coordinated with vendors for the requirements

**Professional Skills:**

- Recruitment
- Ms-office
- Benefits Administration
- Orientation and onboarding
- Documentation
- HR policy and procedures

**PERSONAL PROFILE:**

Date of Birth : 15-12-1996  
Gender : Male  
Linguistic proficiency : Tamil, English

**AREAS OF INTEREST:**

- HR-Generalist
- Recruitment

**DECLARATION**

I hereby declare that the information given above is true to the best of my knowledge and belief.

Place: chennai

Date:

(Naveen Raj )