

Curriculum Vitae

Mahendran.A

Current Location: UAE

Visa Type: **Visit / Single Entry**

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Professional objectives:

HR-Recruitment Coordinator / Client Management personnel in leading Overseas Manpower consultancy and seeking for a role in as “HR/Admin Assistant, Having Good Recruitment Knowledge in **Oil&Gas, EPC, MEP & FMCG** industries

Current Organization:

Organization : Dynamic Staffing Services Pvt.Ltd
Designation : Executive-Sourcing/ Client Management
Duration : March-2019- 08-Oct-2020

Organization : Dynamic Staffing Services Pvt.Ltd
Designation : Executive-Sourcing
Duration : 11-Dec-2018- March-2019

Key Responsibilities Area:

- Coordinate with Clients
- Arranging Transport and Hotels for International Clients as per their requirement
- Responsible for End to End recruitment process (Middle East)
- Arranging meetings for upcoming recruitment drives
- Coordinate with Branch heads for Interview arrangements and after interview processes
- Maintain Daily status tracker and provide status updates to the Clients and management

Previous Organization:

Organization : Joel Manpower
Designation : Sr. Recruitment Coordinator & Team leader
Duration : 25-April-2016 – 09-Dec 2018

Organization : Joel Manpower
Designation : Recruitment Coordinator
Duration : 14-Oct 2014 – 25-April-2016

Key Responsibilities Area:

- Responsible for End to End life cycle of Recruitment & Selection in domestic and GULF COUNTRIES
- Responsible for Joining Formalities.
- Sourcing profiles through various job portals, and also through employee referrals.
- Responsible for arranging technical interviews and walk-ins, co-ordinate with the technical panel and candidates for the same.
- Conducting HR round for the selected candidates & communicating offers to the selected candidates and make regular follow-ups with them till their joining date.
- Verifying the Candidates original documents during joining.
- Assigned to release Offers for all the selected candidates.
- Collecting documents from the candidates such as previous employment letter, relieving letter, salary slips on the joining.
- Handling Employee Database (Both in Soft Form and Files Management)
- Maintenance of weekly recruitment tracker and provide status updates to the Management.

Previous Organization:

Organization : I-Tech India PVT LTD
Designation : Jr. Process Executive

Responsibilities:

- DATA ENTRY OPERATOR / COMPUTER OPERATOR
- QUALITY CHECKING

Part Time Works:

Organization : Brinel Agency (Area distributor of cavins milk and sakthi masala)
Designation : Sales executive cum delivery in charge
Duration : 2010-2012

Responsibilities:

- Orders taking from retail stores and Sub-Dealers
- Maintain the Stock list
- Delivery Checking
- Billing & Cash collection
- Marketing
- Expiry items Checking
- Trouble shooting

Organization : Ashok Leyland (Contract basis)
Designation : Stores

Duration : 2012-2013

Responsibilities:

- Spare parts article number checking
- Tag card maintaining
- Record maintenance
- Segregate the Spare parts as per the article numbers

Organization : RitWik Event Management

Designation : Asst coordinator

Responsibilities:

- Function arrangements as per the client expectation
- Festival celebration as what client required in that function
- DJ,VJ,RJ arrangements
- Weekly event conducting in IT companies
- Prizes arrangements for Award winning functions & Getting approval from management

Academic Records:

- B.B.A (Bachelor of Business Administration) from SCP Jain College,2010-2013 – 58%

Additional Qualification :

- Type Writing
- Ms Word
- Knowledge in Tally

Strength:

- Good Communication Skills.
- Can work effectively in team, as well as individually.
- Ability to motivate the people in a team and work together.

Knowledge in Driving :

- Two wheeler & Car (Having valid Indian license)
- Fork Lift (What we used in stores (For Example: pallet shifting)

Language Proficiency:

English	:	Read, Write & Speak
Tamil	:	Read, Write & Speak
Telugu	:	Speak
Hindi	:	Speak
Malayalam	:	Can Understand

Personal Details:

Father Name	:	Ayyalusamy.M (LATE)
Mother Name	:	Subbuthai (LATE)
Date of Birth	:	08/05/1993
Sex	:	Male
Marital Status	:	Single
Passport No	:	P-2679769

Declaration:

I hereby declare that all information furnished above is true and genuine to the best of my knowledge.

Place: Chennai.

Date:

(MAHENDRAN.A)