

SARASWATHI MANOHARAN

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CAREER OBJECTIVE:

To obtain a recruiter position where I can utilize my strong communication, screening, and interviewing skills to identify the potential candidates for the growth of my organization.

EDUCATIONAL QUALIFICATION:

MBA in Human Resource management from **Saveetha Engineering College** (Oct 2019 - Apr 2021)

- CGPA – 7.3

BSC in Multimedia & Animation from **Vellore Institute of Technology** (Aug 2015 – Apr 2018)

- CGPA – 7.5

HSC from Sunbeam Matric Higher Secondary School (June 2014 – Apr 2015)

- Percentage – 75.6

SSLC from Little Flower Convent Matric Higher Secondary School (June 2012 – Mar 2013)

- Percentage – 90.8

KEY SKILLS:

- Quick understanding of key responsibility areas of each job position.
- Sourcing profiles from job portals.
- Ability to coordinate telephonic & face to face interviews.
- Hands on experience in both C2H & Permanent staffing.
- Expertise in salary negotiation with shortlisted candidates.
- Understanding of Applicant Tracking System (ATS).

CERTIFICATIONS:

- Internship at Larsen & Toubro Constructions, Chennai in the domain of Human Resource Management.

- Online internship at proficient minds in the domain of HR: Recruitment & Staffing Process.

PROFESSIONAL SUMMARY:

TECHNICAL RECRUITER

(May 2023 – Present)

DISYS India Pvt Ltd

- Partner with hiring managers to understand their technical staffing needs and develop effective recruitment strategies.
- Utilize various sourcing methods, including job boards, social media, professional networks, and referrals, to attract a diverse pool of qualified candidates.
- Screen resumes, conduct phone interviews, and assess candidates' technical skills and qualifications.

JUNIOR EXECUTIVE - RECRUITMENT

(Oct 2021 – Apr 2023)

Payroll: Tadolynn Networks Pvt Ltd (Company: Diamond pick)

- Ability to build rapport with candidates, understanding their requirements and addressing concerns.
- Manage the interview process, including scheduling interviews, gathering feedback, and making recommendations to hiring managers.
- Negotiate and extend job offers to select candidates, ensuring competitive compensation packages and addressing any concerns or questions.

DIGITAL ASSOCIATE

(Oct 2018 – Sep 2019)

Amazon

- Managed providing knowledge to a device which was yet to be launched at that time.
- Collaborated with other team members.

PERSONAL DETAILS:

FATHER'S NAME : Manoharan.S

MOTHER'S NAME : Bharathi.V

DATE OF BIRTH : 26-Apr-1998

MARITAL STATUS : Unmarried

LANGUAGES KNOWN : Tamil, English

HOBBIES : Singing

PERMANENT ADDRESS : No.29, Nathamuni Street, Thoppukana, Arcot, Ranipet – 632503.

DECLARATION:

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

PLACE:

DATE:

Signature