

HR MANAGER/BUSSNIESS DEVELOPMENT MANAGER



ABOUT ME

I am a HR Manager specialist who has 12 years' experience in recruiting new employees according to specifications, retaining current employees and developing recruitment strategies, implementing systems for managing staff benefits.

SKILLS

- Headhunting experience
- Familiar with HR analytics tools
- High Interviewing skills
- Strong networking and communication skills
- Managing off boarding employees
- Data analysis
- MS office

EXPERTIZE

- Communication
- Ability to Work Under Pressure
- Time Management
- Conflict resolution
- Leadership
- Adaptability
- Decision Making

AWARDS

Best Outstanding Employee
of The Year (2021)

Best Outstanding Employee
of The Year (2020)



LANGUAGES

95%
English

100%
Tamil

70%
Hindi

83%
kanada

INTERESTS



WORK EXPERIENCE

HR Excutive/ Recruiter

2022-2023

AMINA PLACEMENTS W.L.L KINGDOM OF BAHARAIN



- Develop and update job descriptions and job specifications
- Post Ads on different hiring websites, Facebook, Instagram other hiring platform Nakurai Gulf, Expatriates, Indeed
- Review Candidates
- Schedule Interviews for HR
- Provide Feedback about candidates to HR
- visa status checking with Imra sites
- Medical report verifying

Lead Recruiter/Bussiness developement manger

2016-2022

NEYWORK18CHANNEL TOPPER /RSOH INFO SOLUTIONS
PVT LTD /INDIA



- Performing Full Life Cycle Recruitment
- Cooperate with freelance recruiters and agencies
- Ensuring a steady flow of candidates for open positions
- Work on employer brand together with Employer Brand Manager
- Post Ads on different hiring websites, Facebook, Instagram other hiring platforms Nakurai Gulf, Expatriates, Indeed
- Provide ESI ANF PF FOR EMPLOYEE
- On Board Processes, joining formalities
- Develop and update job descriptions and job specifications
- Exit formality
- Client Handling,,B2Bmeetings,MOU arrangments

Solomon raj.c

HR MANAGER/BUSSNIESS DEVELOPMENT MANAGER

Senior Recruiter/Recruting Partner

2013-2014

MY PETROL PUMP ABN FUEL BANGLORE PVT LTD /INDIA



EDUCATION

CERTIFIED IN HUMAN RESOURCE MANAGEMENT BUSINESS

German unviarsity international business
managemnt | 2019
3.85/4 GPA

BACHELOR IN BUSINESS ADMINISTRATION

Iecunviarsity | 2015-2018
3.65/4 GPA

BACHELOR IN TECHNOLOGY

Bahrath unviarsity | 2006-2010
2.85/4 GPA

H.S.S.C HIGHER SECONDARY SCHOOL

TAMILNADU STATE BOARD | 2004 CONCORDICA
H.S.S.C

S.S.L,C SECONDARY SCHOOL

TAMILNADU STATE BOARD | 2002 YMCA SCHOOL

CERTFIED COURSES


HUMAN REOUCES HOSPITALITY&FOODSECTOR AND
MANAGEMNT CERTIFICATION (ALISON CPD)



DIGITAL FUNDAMENTALS BY GOGLE CERTIFICATION

PGDCA POST GRADUATE DIPLOMA IN COMPUTER
APPLICATION

HDCA HARDWARE DIPLOMA COMPUTER APPLICATION

CONTACT INFO


FLAT NO 24 A BULDING NO 1122 ROAD 831 BLOCK308 AREA
QUDAIBIYA MANAMA
NO 73 ;UTHERAN CENTER PUDHUR VANIYAMBADI INDIA

+9182148216806 / +973 3686 1649  

DECLARATION

I HEREBY DECLARE THAT ALL THE STATEMENT MADE IN THESE CURRICULUM VITAE IS CORRECT TO THE BEST OF MY
KNOWLEDGE.

DATE :

PLACE:

- Job Analysis
- Sourcing Candidates
- Interviewing Candidates
- Selection Process
- Onboarding
- JD Perpartition
- Resume screening
- Building and Maintaining Relationships
- Keeping up-to-date with Trends

HRRecruiter/Recruting Partner

2011-2013

AMOS INFO SOLUTIONS PVT LTD /INDIA



- Job Analysis
- Sourcing Candidates
- Interviewing Candidates
- Job Posting
- Onboarding
- Maintaining Records
- Offer Negotiation
- Reference and Background Checks
- Interviewing: Conducting pre-screening

PERSONAL INFORMATION

- Father Name : Chandran. K
- Date of Birth : 12-12-1987
- Age : 34
- Marital Status : Single
- Nationality : Indian
- Religion : Christian
- Driving License : Holding Valid Indian 2 Wheeler & 4Wheeler
Driving License
- CPR NO:871281260
- PASSPORT NO: W3364188
- VISA STATUS : EMPLOYEMENT