**Alekhya Raavi**

PHOTO

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**PROFILE SUMMARY:**

A self-motivated recruitment professional with 3+ years of experience in recruiting in IT and non-IT segments, possess experience in handling entire recruitment life cycle such as screening, sourcing, shortlisting, interviewing and following up with the candidates.

**ACADEMIC BACKGROUND:**

* MBA in Human resource management from Amity Global Business School, Chennai in 2018 with GPA 8.2
* BBA from Presidency college, Chennai in 2016 with GPA 8.5
* Intermediate Bi.P.C from Narayana Junior college, Chennai in 2013 with GPA 8.7
* Schooling from Chettinad Vidyashram, Chennai in 2011 with GPA 8.7

**WORK EXPERIENCE**

Currently working as a **Sr HR recruiter** at **Infinity Software Solutions,** Chennai from **02** **Jan 2020**

**Key Responsibilities:**

* Sourcing resumes from job portals (Naukri Resdex, Indeed etc.)
* Posting job vacancies in job portals.
* Screening profiles and conducing preliminary checks
* Scheduling telephonic and face to face interviews.
* Follow up with shortlisted candidates.
* Reporting to senior manager regarding placements.
* Completing timely reports on employment activity

Worked as a **HR Recruiter** at **TVS Automobiles Solutions Pvt Ltd**, Chennai from **02 Nov 2019 to 31 Dec 2020**.

**Key Responsibilities:**

* Sourcing profiles from various job portals
* Maintaining and updating large database of resumes.
* Scheduling telephonic and direct interviews.
* Following up with the short-listed candidates.
* Sending offer letters and appointment letter to the selected candidates.
* Communicating the company information and benefits to the candidates.
* Performing reference and background checks.

**COMPUTER SKILLS:**

* MS Office (Word, Excel and Power Point)
* Internet surfing

**PEROSNAL DETAILS:**

DOB : 05 May 1995
Gender : Female
Marital Status : Married
Husband’s name : Sekhar
Languages Known : English, Hindi & Tamil
Hobbies : Reading & Listening to music.
Religion : Cristian

**DECLARATION:**

I hereby solemnly affirm that all the details provided above are true to the best of my knowledge.

Place:

Date: Signature