

NIRANJANI GUNASEKARAN

CAREER OBJECTIVE

Seeking a career to employ my knowledge and personal skills to gain comprehensive understanding of any organization so as to take responsibility and contribute significantly.

WORKING EXPERIENCE

1. Senior Executive – Talent Acquisition at Cognizant Technology Services (May 2021 – Present)

- Recruiter for World's No. 1 search engine
- LinkedIn sourcing
- IT & non-IT recruitment

2. HR executive at GreenSignal Bio Pharma Pvt Ltd (July 2019 – November 2020)

★ ACTIVITIES HANDLED:

- Recruitment using various job portals
- On boarding & Induction
- Muster roll management
- Coordination for Payroll processing
- Training & development
- SOP preparation, revision & compliance
- Coordination with corporate secretary for statutory compliance
- Organizing committee meetings & employee engagement activities
- Faced CDSCO & WHO audits

3. Internship cum Final year project in Human Resources department M/s. Motherson Automotive Technologies and Engineering (December 2018 – March 2019)

Areas of learning: employee engagement, training, induction, recruitment, joining process and statutory compliance.

4. Internship in Human Resources department M/s. Mercury manufacturing company Ltd, Chennai – 45.



● ADDRESS

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● EMAIL

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● PHONE NUMBER

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● FATHER NAME

K. Gunasekaran

● DATE OF BIRTH

19/06/1997

● MARITAL STATUS

SINGLE

● NATIONALITY

INDIAN

● LINGUISTIC FLUENCY

- English, Tamil, Telugu (Full working proficiency)
- Hindi (Elementary)

EDUCATIONAL QUALIFICATIONS

Qualification	Institution	Year of passing	Percentile
M.B.A. (HRM and Marketing)	St. Joseph's college of Engineering	2019	8.3 (CGPA)
B.B.A.	S.D.N.B. Vaishnav college for women	2017	80.1 %
HSC	Prince Matriculation Higher Secondary School	2014	89.75 %
SSLC	Prince Matriculation Higher Secondary School	2012	91.8 %

ACHIEVEMENTS

- Event coordinator for best manager event in a National level Symposium.
- Won 2nd prize in debate competition.
- Presented a paper on “Cryptocurrency - future, prospects, risks and control” and won 1st prize at ITM Business School.
- Presented a paper on “Social Entrepreneurship” at VIT Business school
- Presented a paper on “Changing trends of retailing” at MMA convention.
- Received cash award for BEST PERFORMER in B.B.A.




DECLARATION

I hereby declare that the above mentioned details are true to my knowledge and are genuine.

Place:

Date :

INTERESTS

-  Playing badminton
-  Cooking
-  Oil Pastel drawing

SKILLS

- ✓ Presentation skill,
- ✓ Communication skill,
- ✓ Computer skill,
(MS office, ESSL)
- ✓ Negotiation skills,
- ✓ Leadership skills,
- ✓ Time management.

STRENGTHS

- ❖ Positive attitude
- ❖ Always striving for excellence
- ❖ Quick learner

Yours Truly,

(G. Niranjani)