

KAAVYA J

No 11 Aravamudhan avenue,
Kaavilipalalayam main road,
Sirupooluvapatti,
Tirupur -641603

KAAVYA J

OBJECTIVE Seeking for a challenging position in a reputed organization where I can learn new skills, expand my knowledge and to get an opportunity where I can make the best of my potential and contribute to the organization's growth.

KEY SKILLS

- End to End **Recruitment**
- Sourcing
- Screening
- Scheduling Interviews
- Coordinating Interviews
- Salary Negotiations
- Candidates Data Management

WORK EXPERIENCE **Currently Working as a Lead HR Specialist at Hash Enchanted from May 2024 – Till Date.**

Roles and Responsibilities

- Source and recruit candidates using social media , job portals and employee referrals.
- Managing Job postings and first level of screening.
- Coordinate interviews and prepare offer letters.
- Collaborate with hiring managers to understand recruitment needs and preferences.
- Managed candidate relationships and communications.
- Maintaining databases, Attendance Reports and employee leave record.

HR Recruiter at Eforengage Pvt Ltd from Oct 2021 – Apr 2024.

Roles and Responsibilities

- Sourcing profiles from the various Job Portals (Naukri Resdex , LinkedIn)
- Posting job postings in the job portals.
- Can maintain relationship with staffing companies.
- Screening Candidates and select them based upon their eligibilites, communications, and requirements.
- Ability to coordinate telephonic and teams interview.
- Follow up with shortlisted candidates.
- Ability to negotiate with shortlisted candidates.
- Scheduling frequent wellness calls with the employees.

EDUCATION

[B.Com-SRI KRISHNA ADITHYA COLLEGE OF ARTS AND SCIENCE]

Obtained 81% in my semester examinations

[HSLC-INFANT JESUS MATRICULATION HIGHER SECONDARY SCHOOL]

Obtained 96% in my HSLC examination

[SSLC-INFANT JESUS MATRICULATION HIGHER SECONDARY SCHOOL]

Obtained 96% in my SSLC examination.

LINGUISTIC ABILITY

Tamil, English

**PERSONAL
INFRORMATION**

Name: Kaavya J

Father's Name: Jawahar P

Date of Birth:18-10-2000

Contact: 6383969728

[Mail: kaavyaj1810@gmail.com](mailto:kaavyaj1810@gmail.com)

DECLARATION

I hereby acknowledge that all the above details are true to my knowledge and if I am given an opportunity to explore my dedication and talent in our organization I would strive hard to uplift our company to great heights.

Signature

Kaavya J