**Cover Letter**

 Senthilkumar. T

Dear Sir,

A highly motivated Recruitment Professional with 4 years’ experience in HR Recruitment, Training & Administration in **Retail, Electro-Mechanical and IT Industry**, possess vast experience in various tools of recruitment process. Have strong experience in End to End recruitment cycle which consists Sourcing and Screening Candidates, interview coordination, Organise telephonic, Skype, Walk-in and F2F interviews, Offer Preparation, negotiation, obtaining visas, ticketing, Hotel Reservations, induction and Joining formalities etc.,

I have total 17 years of experience (11 Years in Gulf & 6 Years in India). During the past 17 years of my career, I have gained different kinds of experiences and enhanced my capabilities and Skills. I believe my experience, knowledge, Professional Qualification and skills will help me to undertake any kind of responsibilities to the fullest satisfaction of the management.

I trust you will find my experiences in line with your requirements and I hope you will give me an opportunity.

With Regards,

T. Senthilkumar

Email : mrtseenu@gmail.com