**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](mailto:mrtseenu@gmail.com)

**Curriculum Vitae**

### Career Objective: -

Seeking a position of **Recruitment Analyst/Executive** in a renowned organisation, wherein i can contribute my professional experience and skills in recruiting top-notch candidates.

### Career Summary: -

* Recruitment Professional with 3 years’ experience in HR Recruitment, Training & Administration.
* Possess good experience with various tools of recruitment, principles and procedures.
* Have strong experience in **End to End recruitment cycle**.
* Highly proficient in MS Office Applications and Foxit Phantom & Adobe Reader (PDF) Editing.
* Good written and spoken communication skills in English & Hindi.
* Well experienced in managing labour relations, negotiation and personal information system.
* **Fast learner**, adaptable in any assigned task and good in prioritizing duties.
* Able to handle multi-task and follow up with sense of urgency on any matter.
* Able to get on with a range of people and work well in a team.
* Strong organisational and administrative skills.

### Professional Experience: -

Company : Geant

Period : **Sep 2016 – Jun 2017**

Designation : Sr.HR & Admin Executive

Reporting to : Country HR Manager

Reason for Leaving : Acquisition by Majid Al Futtaim Retail - Carrefour

Company : Confidential Company

Period : **July 2017 till**

Designation : Human Capital Exeuctive

Reporting to : Country Human Capital Manager

Company : Innopas Technology Solutions Private Limited, Chennai.

Period : **Jan 2016 – April 2016**

Designation : Joined as a IT Recruiter, Promoted as HR Manager

Reporting to : Managing Director

Reason for Leaving : Organisation shut downed by management

Company : Universal Voltas LLC, Abu Dhabi.

Period : **Jan 2011 – Jan 2014**

Designation : **Training & Recruitment Executive**

Reporting to : HR & Admin Manager

**Job Responsibilities:-**

* Assisting with HR Manager for the entire recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements received from HOD’s.
* Tracking profiles through Database, References and coordinating with other media.
* Coordinate & Conducting the interviews campaign and take care of the entire selection procedure.
* Provides weekly recruiting reports and other needed information to HR Manager and Interview Panels.
* Provides supporting documentation, including a formal proposal to hire and interviewer feedback, to upper management for confirmation of candidate selection.
* Getting continuous feedback from the panel and the candidate.
* Collecting appropriate documents for visa process.
* Responsible for follow-up of candidates visa status with personnel department and inform the candidates accordingly.
* Conducting Induction program and other joining formalities.
* Drafting various letters to be communicated to employees and HOD’s.
* Conduct pre selection and post selection process.
* Maintaining regular relationship with employees and candidates.
* Maintain a network of contacts to help identify and source qualified candidates.
* Maintain well-ordered documentation on all candidates, interviewer feedback, and other recruiting activities.
* Coordinating the entire Overseas & Local Recruitments for HO and Branches.
* Coordinating with the agencies to mobilize the selected candidates within the time frame.
* Conduct Employee exit interviews for generating feedback on the organization’s Performance and areas of Improvement.
* Performing all deadlines as established by the HR Manager.

Company : Universal Voltas LLC, Abu Dhabi.

Period : **Feb 2010 – Jan 2011**

Designation : **Training Coordinator**

Reporting to : HR & Admin Manager

**Job Responsibilities:-**

* Contact trainer and determine the topics, location, time, facilities, etc.
* Preparing training calendar and get approval from HR and sent to all dept. & branches concerned.
* Preparing nomination request letter to concerned manager for get the approval and inform the nominees to attend the program accordingly.
* Ensure with Trainers to conduct the trainings as per the monthly schedule.
* Arranging the venues, logistics items for training activities.
* Track training analysis for each program with trainees feedback form.
* Analyze the each program conducted by trainer to measure trainer skills for upgrade his feature activities and performance as well as trainees.
* Update all conducted training details in training target data base to measure the achievement and accordingly increase or decrease the training program/man days.
* Preparing Training, & HR relevant PPT.
* Updating training man hours in training database with category, Department, & Site Wise.
* Maintaining relationship with external training suppliers for external training requirement (when requirement rise).
* Preparing Learning & Development Reports in coordination with HR Manager.
* Update the Annual/Monthly reports to Executive – Resources for BSC.
* Performing all deadlines as established by the HR Manager.

### Experience Summary: -

|  |  |
| --- | --- |
| **Nov 2005 –Dec 2008** | Worked as **HVAC Supervisor** in Thermo LLC at Dubai International  Airport T-3 Project. |
| **2000 – 2005 & 2008 - 2010** | Assistant Hardware Engineer |

### Educational & Professional Qualification: -

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| --- | --- | --- | --- | --- | --- |
| **SL NO.** | **YEAR OF PASSING** | | **DISCIPLINE** | **BOARD/UNIVERSITY** | **CLASS/DIV** |
| 1. | Bachelor of Business Administration (BBA) | | | Planned to Complete in 2020 | |
| 2. | 2014 | HSC(12th) English Medium | | (Annamalai University) Directorate of Distance Education. | 2nd |
| 3. | **2014** | **Certified Recruitment Analyst (CRA)** | | **(Middle earthr) Carlton Advanced Management Institute (CAMI) United States.** | **Distinction** |
| 4. | 2008 | Diploma in AutoCAD | | CADD Center, Pondicherry | N/A |
| 5. | 2005 | Desktop Publisher | | Aptech Computer Center, Tindivanam. | N/A |
| 7 | 2005 | Typewriting in Commerce Subject (30 – 25 W.P.M) | | Department of Technical Education, Tamilnadu State Board. | 2nd |
| 8 | 2005 | Spoken Hindi & Rashtrabhasha (SSC) Hindi | | Dakshina Bharat Hindi Prachar Sabha, Tamilnadu State Board. | 2nd |
| 9 | 2002 | Diploma in Refrigeration & Air-condition ( 6 Months ) | | Small Industries Service Institute, Guindy, Chennai. | 1st |
| 10. | 2000 | SSC(10th)English Medium | | Walter Scudder Higher Secondary School, Tamilnadu, State Board. | 2nd |

### Software Proficiency

### Personal Details: -

Date of Birth : 23rd April 1984,

Age : 36 Years

Gender : Male

Marital Status : Married

Nationality : Indian, Hindu

Languages Known : Tamil, English, Hindi & Malayalam

Address : Ras Ruman Bahrain

### Self-Evaluation

I believe that life has a variety of experiences to offer, and one should learn from its every aspect. I know that the dynamism of a positive work environment will help me evolve into a more efficient worker, with necessary leadership and analytic abilities. I have already proved myself capable of hard work, sincerity and responsibility, and am looking for more challenging professionally.

**Reference: 1**

Mr. Ameenudeen – HSE Training Officer in GASCO Habshan-5 Plant Division.

**Ex - Employee of Universal Voltas LLC – QHSE Manager.**

Tel: +97126013568, Mobile: +971507912561.E-mail : [ashahulhameed@gasco.ae](mailto:ashahulhameed@gasco.ae)

Abu Dhabi, U.A.E

**Reference: 2**

Mr. Abdul Rahman -

**Ex-Geant Country HR Manager - Carrefour**

E-mail **:** [ab.rahman1970@gmail.com](mailto:ab.rahman1970@gmail.com)

Bahrain.