

AKHILAN ARUL DOSS

HR - RECRUITER

CONTACT

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akhilananaruldoss@gmail.com

Tuticorin

EDUCATION

Master of Social Work (HRM) - 78%
St.Xavier's College - 2020

BA-English Literature - 61%
St.Xavier's College - 2018

HSC - 60% St.Xavier's School - 2015

SSLC - 84% St.Xavier's School - 2013

SKILLS

- Sourcing
- Screening
- Campus hiring
- Bulk hiring
- Interview scheduling
- Background verification
- Salary negotiation
- Offer release
- Onboarding
- Induction

LANGUAGES

- Tamil
- English

PROFILE



Young Human Resource professional with a history of working in BFSI, Information technology & Hospital sector. Equally skilled with End to End Recruitment, HR Operation, Stakeholder & Vendor Management



WORK EXPERIENCE

Accenture technology - ETeam (Payroll) | Chennai | HR-Assosiate

JUL 2023 - PRESENT

Campus Recruitment - Tamil Nadu and Puducherry

Overview: Responsible for the end-to-end campus recruitment process, collaborating with various stakeholders to attract and select top talent.

1. Strategic Planning:

- Partnered with leadership to assess and forecast hiring needs.
- Organized pre-placement talks and TPO hub sessions to articulate current hiring requirements to placement officers.

2. Talent Sourcing:

- Collected and validated candidate data from placement officers, ensuring accuracy and alignment with hiring criteria.
- Facilitated TPO access to the recruitment tool for streamlined data uploads.

3. Registration Coordination:

- Disseminated registration links to students and actively followed up with placement officers to encourage participation, Compiled and shared lists of eligible candidates, complete with assessment slot details, and oversaw the assessment process.

4. Interview Logistics:

- Led comprehensive end to end interview planning, including:
 - Distributing slot selection communications to candidates and panels.
 - Conducting briefing sessions for interviewers.
 - Setting up interview rooms and managing candidate assignments.
 - Handling interview cancellations and rescheduling.
 - Gathering and analyzing feedback from interview panels.

5. Offer Management:

- Issued letters of intent (LOI) to selected candidates, ensuring a professional and timely communication process.

6. Query Resolution:

- Actively addressed and resolved queries from students and placement officers, enhancing the overall recruitment experience.

The Madras Medical Mission | Chennai | Sr. Executive (Contract)

Dec 2022 - Jul 2023

- Man power planning
- End to End Recruitment (Doctors, Nurses, Technicians and Other staff)
- Providing data for ESI, EPF and Payroll
- Employee confirmation and Documentation
- Need analysis - Training and Development
- Employee engagement programs

FULL Creative | Chennai | HR-Intern

Dec 2022 - Jul 2023

Roles and Responsibilities

- **End to End IT-Recruitment** - Hired Developers and Interns for Android , iOS, Fullstack and WordPress based on specific skill set, Naukri and LinkedIn sourcing, Stakeholder Management internal & external, Onboarding process, Induction
- **Employee Skill development program** - Paid learning, Touch typing, English development program.
- **Employee Engagement activities** - Coordinated Virtual pantry, Interns meet, Fulltalks, Sunset events, Regular check-in with interns.

HCL Technologies Ltd | Chennai | Associate HR Executive

Jan 2021 - Jul 2021

Area of Expertise (End to End Recruitment)

- **Volume Hiring** - Campus hiring, off campus hiring, Naukri, interview coordination
- **HR operation** - Documentation, Background verification, Onboarding formalities, Quires handling
- **Vendor Management** - Stakeholder management (internal & external)
- **Target planning** - Individual contributor and team player
- Understanding the job profile
- Screening and Short-listing profiles as per requirements at the initial level and coordinating with stakeholders
- **Screening of the candidates** - communication check, collecting details like relevant experience, current and expected compensation, education, notice period in the current organization
- Forwarding the skilled resume to the client and arranging the interview schedule with the stakeholders and candidate Both telephonic \ F2F schedules
- **Client management** - Generating the mandates and fulfilling the requirements with TAT