|  |  |  |  |
| --- | --- | --- | --- |
|

|  |
| --- |
| **T.VIJAYAN VENUGOPAL** **Tel :** +91- 9600173638, 044-23761148**e-mail :** vjvenu89@gmail.com**Address :** 29/15, Venkatesa Nagar1st Street, Virugambakkam, Chennai – 600 092.**LinkedIn:** <https://in.linkedin.com/in/vijayanvenugopal>**Date of Birth : 13/12/1989** |
|  |

 |  |
|

|  |
| --- |
| **Objective** |
| My Objective is to get a HR role in a learning organization where I am constantly challenged in accomplishing my passion through my profession.  |

|  |
| --- |
| **Profile Summary** |
| I have around 4.3 years of experience in total out of which 2.8 years in HR and 1.5 years into IT Idustry as QA Analyst. My USPs has always been being Pro-Active, Dedicated, Productive and Functional as soon as deployed in a dynamic environment. |

|  |
| --- |
| **Career Pointers** |
| * I have experience working in both Product based as well as Service based industries.
* I have experience in recruiting for IT, Business and Non-IT roles.
* Hands on with social hiring, Boolean search and other web extensions as well.
* Accountable for the entire TA cycle in my present role.
 |

 |
| **Career History** |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company** | **Designation** | **Type** | **Industry** | **Duration** |
| Customer Analytics India Pvt Ltd | HR Associate | Full Time | IT Services | Nov,2016 – Till Date (2.8 Years) |
| Spinircle India Pvt Ltd | HR Talent Scout | Internship | Internet | Dec,2015 – May 2016 (6 Months) |
| Hospira, Inc | HR Intern | Internship | Pharma | 1.5 Months |
| BMW India Pvt Ltd | HR Intern | Internship | Automobile | 1.5 Months |
| Cognizant Technology Solutions | Programmer Analyst | Full Time | IT Services | May,2012 – Dec,2013(1.7 Years) |

 |
|  |
|

|  |
| --- |
| **Education History** |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Institute** | **Board/University** | **Year** | **% marks / CGPA** |
| M.B.A | S.R.M, School Of Management, Kattangulathur. | Deemed | 2014-2016 | 8.6 |
| B.E – C.S.E | S.R.R Engineering College,Padur | Anna | 2007-2011 | 68 |
| 12th  | BALALOK Matriculation Hr.Sec.School,virugammbakkam. | State | 2007 | 70 |
| 10th  | BALALOK Matriculation Hr.Sec.School,virugammbakkam. | State | 2005 | 69 |

 |

|  |
| --- |
| **Customer Analytics India Pvt Ltd – HR Associate.** |
| **Roles and Responsibilities:*** **Talent Acquisition – Taking care of entire recruitment cycle:**
* Understanding the requirements with Hiring Managers.
* Performing job analysis and formulating job description.
* Ensuring a positive candidate experience through a tailored interview process.
* Sourcing passive and active candidates through,
* LinkedIn, Facebook, Gplus, Naukri, etc.
* Advance boolean search techniques.
* Technical forums and communities.
* Initial screening of the candidates.
* Scheduling and coordinating interviews.
* Consolidating candidate feedback for selection.
* Salary negotiation.
* Offer roll out to candidates.
* Ensuring smooth candidate relationship through regular follow ups.
* Collecting necessary documents as a part of the on boarding process.
* Initiating background verification for the new hires.
* Creating talent pipelines through talent communities and networks.
* **HR policies and procedures:**
* Created standard operating procedure documents(SOP) for ,
* Terms and Conditions of employment.
* Talent Acquisition SOP.
* On boarding SOP.
* Termination SOP.
* **Strategic HRM:**
* Created Job Responsibility documents across the organization based on the role and designation, which served as a base document of **input for Performance Management in deriving Key Responsible Areas (KRA) and Key Performance Indicator (KPI).**
* Provided inputs on Reorganizational Structuring during change in the org structure.
* **Talent Management Activities:**
* Performing Employee Connect on a regular basis in order to identify problems faced by the employees and providing a detailed report to the senior management.
 |

 |
|  |
|

|  |
| --- |
| **Spinircle India Pvt Ltd - HR Talent Scout** |
| **Roles and Responsibilities:*** **Talent Acquisition:**
* Understanding the requirements with Hiring Managers.
* Ensuring a positive candidate experience through a tailored interview process.
* Sourcing passive and active candidates through,
* LinkedIn, Facebook, Gplus, Naukri, etc.
* Advance boolean search techniques.
* Technical forums and communities.
* Initial screening of the candidates.
* Pitching the employer brand.
* Scheduling and coordinating interviews.
* Ensuring smooth candidate relationship through regular follow ups.
* Collecting necessary documents as a part of the on boarding process.
 |

 |
|

|  |
| --- |
| **HOSPIRA, Inc – HR Intern** |
| **Roles and Responsibilities:*** **HR Analytics:**
* Performed analysis on,
* Attrition rate.
* Recruitment efficiency.
* Recruitment cost.
* Identified problems from inference of the above.
* Provided suggestions to solve the same.
 |

|  |
| --- |
| **BMW India Pvt Ltd – HR Intern** |
| **Roles and Responsibilities:*** **Talent Management Activities:**
* Helped in deriving skill matrix.
* Performing field survey on shop floor.
 |

|  |
| --- |
| **Cognizant Technology Solutions – Programmer Analyst** |
| **Roles and Responsibilities:*** **Software Testing:**
* Strong knowledge on STLC and SDLC life cycles.
* Have involved in all the phases of STLC.
* Hands on in various types of Testing ,
* Smoke, Sanity, Functional, System Integration and Regression.
* Involved in client interactions on a day to day basis.
 |

 |
|  |

|  |
| --- |
| **Personal Details** |
| Fathers Name : V.ThamilarasuGender : Male Marital Status : MarriedLanguages Known : English, Tamil (Read and write) Nationality : IndianPassport Number : G5118097 |
| **References** |
| **Mr.Shankar. G , CEO & Co-founder** Spinircle India Pvt Ltd.Mobile: 9094778800.**Mrs.Lakshmi Krishnamoorthy , (Manager – Projects)**Cognizant Technology Solutions (CTS), Chennai.Mobile:91-9500059630. |

I hereby declare that the details furnished above are true to the best of my knowledge.



**Date : 18/3/2018**

**Place: Chennai** **(T. VIJAYAN VENUGOPAL)**