

Neethu B Chand

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Professional Summary

Highly motivated and results-oriented HR recruiter with three years of experience in identifying, attracting, and securing top talent. Seeking a challenging recruitment role to utilize my expertise in sourcing, interviewing, and onboarding exceptional candidates for organizational success.

Skills

Sourcing and candidate assessment • Recruitment Strategy • Onboarding
Interviewing and selection • Employer Branding • Relationship building

Work History

Human Resources Executive

Grootan Technologies, Chennai

01/2022 – Present

- Successfully recruited and hired (no:) top-tier candidates across various departments.
- Utilized a range of sourcing techniques, including job boards, social media, and networking, to build a strong talent pipeline.
- Conducted in- depth interviews and assessments to evaluate candidate's qualifications and cultural fit.
- Developed and maintained relationships with hiring managers to better understand their needs and preferences.
- Participated in career fairs to enhance the company's employer brand.

Human Resources Trainee

Muthoot FinCorp, Trivandrum

10/2020 – 12/2021

- Managed full – cycle recruitment for a diverse range of positions, including technical, managerial, and administrative roles.
- Conducted initial candidate screenings and interviews, assessing qualifications and cultural fit.
- Maintained accurate applicant tracking records.
- Assisted in the development and implementation of recruitment strategies and best practices.
- Collaborated with hiring managers to identify staffing needs and refine job descriptions.

- Supported the onboarding process by facilitating new hire orientations and assisting with paperwork.
- Conducted regular follow – ups with candidates and hiring managers to ensure a positive candidate experience.

Back Office Executive

New Opportunity Consultancy Pvt Ltd, Coimbatore

05/2016 – 10/2019

- Organized files and made data entry into digital systems
- Reviewed the data converted with the source document and maintained 95% accuracy
- Acted as the first point of contact for data – related queries
- Ensured all the information on the system is accurate and up to date

Education

Post Graduate Diploma in Human Resources Management • Indira Gandhi National Open University • 2023

Bachelors of Computer Science • University of Kerala • 2015