



M. SUBHA SELVARANI

CURRICULUM VITAE

CONTACT DETAILS

Mobile: +91 6369023182.

Mail ID:

subhaselvarani1197@gmail.com

Add: 1/235 B, Sathankulam Road,
Meignanapuram-628210,
Tuticorin Dist, Tamil
Nadu.India.

FIELD OF INTEREST

- Human Resourcing,
- Administration,
- Training and Development,
- Recruitment and Staffing,
- IT Recruitment.

COMPUTER LITERACY

- MS Office,
- C, C++,
- Java,
- ASP .NET,
- Flash, Dream Weaver

ABILITIES

- Good at Leadership and Teamwork.
- Interpersonal Skill.
- Self motivated in nature.
- Adaptable to new environment.
- Innovative and Creative.
- Good at Decision making.

LANGUAGES:

- Tamil: Read, Write and Speak.
- English: Read, Write and Speak.
- Korean: Read ,Write and Speak.

PERSONAL STATEMENT

I am a highly motivated and innovative person with a Master of Business Administration from the American College. I have the ability to work in an organization with my knowledge and skills. My eventual career goal is to work in a healthy environment and extracting the best out of me and actively contribute to the overall success of any business I work for.

EDUCATION QUALIFICATION

Master of Business Administration [HR], 7.8 GPA
American School of Business Administration,
The American College – Madurai. 2017-2019.

Bachelor of Science (Computer Science) 74%
M.S.U Constituent College of Arts & Science,
Sathankulam-Tuticorin Dist. 2014-2017.

HSC
Elliot Tuxford Girls Higher Secondary School, 72%
Meignanapuram – Tuticorin Dist. 2012-2014.

SSLC
Elliot Tuxford Girls Higher Secondary School, 77%
Meignanapuram – Tuticorin Dist. 2011-2012.

WORKSHOPS:

- Workshop on “Neuro Linguistic Program -2K18”
- National Level Technical Symposium “Tesaca-2K17”
- National Level workshop on “Empowering Youth For Employment – EYE- 2K16
- State Level Technical Symposium “SACTECHFEST – 2K15”.

ACHIEVEMENT:

- Completed senior grade Typewriting English in First class and Tamil in firstclass with distinction.
- Completed Prathamam examination conducted by Dakshina Bharat HindiPrachar Sabha.
- Participated in many sports and cultural activities in Schools and Colleges.
- Student volunteer in RRC and NSS.
- Participated and won prizes in Kabaddi, Handball and Running,
- Student volunteer intern buddy in Vibrant TamilNadu International Expo 2018.
- Participated in Vivekananda Academy of Cultural Studies (VACS) exams.
- Won many prizes in cultural activities like poem writing, quiz, paper presentation, drawing, dance, and other craft works.

WORK EXPERIENCE:

I). Company: Sellcraft Global Solution Pvt Ltd, Mumbai.

Designation: Senior IT Recruiter

Duration: June 2022 to May 2023

Roles and Responsibility:

- Write and post technical job descriptions
- Source potential candidates on Job searching platforms like Naukri, Monster and LinkedIn.
- Perform pre-screening calls to analyze applicants' abilities
- Coordinate with IT team leaders to forecast department goals and hiring needs
- Craft and send personalized recruiting emails with current job openings to passive candidates
- Schedule interviews for the shortlisted candidates.
- Take care of the interview process with the Team Manager.
- Coordinate with on boarding and exit formality of the candidates
- Worked for Java, Frontend, Backend, Full stack, Python, Autosar, .Net, AI, UI/UX, Sitecore, Drupal, IOS and Android Developer vacancies.

II). Company: Adomita Technologies Private Limited, Chennai.

Designation: HR Executive & IT Recruiter

Duration: September 2019 to May 2022.

Roles and Responsibilities:

- Internal hiring and Consulting.
- Handling multiple requirements and day to day operations of HR functions.
- Responsible for full cycle of Recruitment process.
- Creating or getting Job Description from the Manager.
- Posting jobs in various job portals like Quikr, Naukri, Indeed, Internshala, LinkedIn, Shine in, Fresher's World and FaceBook.
- Sourcing the appropriate resumes from the various job portal sites based on requirements.
- Coordinating with the shortlisted candidates.
- Scheduling face to face interviews for the candidates.
- Sending Interview call letter and follow-up with the candidates.
- Joining, on boarding and exit formalities.
- Manage payroll activities such as payroll calculations and issuing pay slips to employees.
- Handling employee engagement activities.
- Induction, Grievance handling, Attendance Management and Leave policies

CERTIFICATE COURSE:

Completed “**HR GENERALIST**” course from **HENRY HARVIN** institute. Sep to Oct 2023.

Learned Statutory and Legal Compliances, Compensation and Benefits, Performance Management System, Organizational Development, HR Policies, HR-Business Partner, Employee Relationship Management, Recruitment and Selections, Corporate IR/ Labor Law Compliances.

PROJECT:

Did “A Study on Work Life Balance” of the employees in
TiNet BusinessSolutions [P]Ltd. Bangalore, Karnataka.

December 2018 to May 2019..

Designation: HR Executive Intern.

Learning Outcomes:

- Trained and worked under HR, Administration and Skilldeveloping.
- Learned man power planning, placing employees and train the new trainers.
- Handled employee relations, joining, exiting formalities.
- Coordinate the administrative functions of the organization.

PROJECT:

Done Internship at **Vadamalayan Hospitals [P] Ltd.** Madurai, Tamil Nadu. May 2018.

Designation: HR Intern.

Learning Outcomes:

- Learned Human Resources Responsibilities
- Learned Maintenance Procedures
- Aware of Employee Welfare Policies
- Learned Work Culture Behaviour
- Learned Time Management.

INTERSTS AND HOBBIES

- I like to read and write poems and stories.
- I like to draw and paint.
- I like to read books, design cloths and traveling.
- I have interest in FilmDirection, Photography and.Event Management.

PERSONAL INFORMATION

Name:	M. Subha Selvarani
Date of Birth:	11.04.1997
Gender:	Female
Marital Status:	Single
Nationality:	Indian

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and belief.

Place:

Yours Faithfully,

Date:

M. Subha Selvarani.