

## ACCOMPLISHMENTS

- Received POWER OF ONE AWARD in Zealous Services.
- Received multiple appreciations from managers for effective recruitment.
- Organized and Coordinated multiple celebration Events in Zealous Services.

## WORK EXPERIENCE

### **Zealous Services Private Ltd**

**Kodambakkam • May 2017 to Jan 2018.**

- Sourcing, screening, and shortlisting resumes through various job portals.
- Shortlisting the resumes based on the job requirements. Conducting telephone and personal interviews.
- Preparing offer letters, job descriptions, completing joining formalities, and documentation.
- Preparing final settlements, gratuity, leave, salary, and all employee benefits.
- Maintaining employee's personal files and records, communicating HR policies and across the organization at all levels.
- Preparation of full and final settlement generation of Experience letters, Relieving letters.
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, absenteeism, notice, warning letter, showcase notice, experience/service certificate, relieving letter.

## EDUCATION BACKGROUND

### **Kingston Engineering College**

**Computer science & Engineering,  
Class of 2017**

- Graduated in 1st class
- CGPA - 8.5

# Jaishree T

## **HR RECRUITER**

I'm an HR Recruiter with over 1 year of experience with excellent communication and people skills.

## **SKILLS**

- Recruiting (Sourcing and Interviewing)
- Orientation and Induction.
- Employee Training.
- Employee onboarding.
- leadership Experience.
- Excellent Communication.



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