

KAARTHIGA SETHURAMAN

HR RECRUITER | TALENT ACQUISITION | EMPLOYEE
RELATIONS

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PROFESSIONAL SUMMARY

HR Recruiter with 4 years of experience supporting talent acquisition, employee relations and HR operations. Experienced in candidate sourcing, screening, interview coordination, onboarding, employee documentation and client coordination. Strong communication and relationship-management skills with a focus on timely recruitment support and positive candidate and employee experiences.

KEY ACHIEVEMENTS

Talent Acquisition & Hiring: Supported recruitment campaigns and contributed to hiring more than 50 employees in one year, while reducing time-to-fill by 30%.

Employee Engagement & Retention: Implemented employee engagement initiatives that contributed to a 20% improvement in employee retention.

Onboarding & Employee Experience: Streamlined onboarding activities, reducing time-to-productivity by 25% and improving the new-hire experience.

HR Documentation & Compliance: Prepared HR documents and maintained recruitment and employee records to support compliance and efficient HR operations.

PROFESSIONAL EXPERIENCE

HR Recruiter

Arrant HR Solutions — Tiruchirapalli, India | 09/2021 – 01/2025

- Managed recruitment activities including candidate sourcing, screening, interview coordination and forwarding suitable profiles to client companies.
- Conducted interviews for job applicants and evaluated profiles against client requirements.
- Coordinated onboarding and offboarding activities and supported a smooth new-hire experience.
- Maintained candidate payment records, recruitment documentation and employee-related records accurately.
- Prepared service-level agreements with clients and coordinated service terms and recruitment requirements.
- Supported immigration operations by verifying work permits and maintaining relevant records.
- Responded to candidate and employee queries regarding recruitment requirements, procedures and documentation.
- Facilitated orientation and compliance training sessions for employees.
- Attended job fairs, created recruitment posters and managed job postings through social media.

Customer Service Specialist

Epharma Chem International Limited — Chennai, India | 09/2015 – 06/2017

- Delivered professional customer support through phone, email and chat, resolving enquiries and service issues efficiently.
- Built strong customer relationships through active listening, clear communication and effective problem resolution.
- Handled complaints calmly, escalated complex cases appropriately and ensured timely follow-up.
- Maintained accurate CRM records and documented customer interactions, orders, returns, refunds and account updates.

CORE SKILLS

Recruitment & Talent Acquisition • Candidate Sourcing & Screening • Interview Coordination • Employee Onboarding & Offboarding • Employee Relations • HR Documentation & Records • Client Coordination • Job Posting & Recruitment Marketing • Immigration Documentation Support • Microsoft Office Suite • Communication & Teamwork

CERTIFICATIONS

AI Certification | Certification in MS Office from Skill nation.

EDUCATION

Master of Information Technology | 05/2013 – 05/2015

Kongunadu College of Engineering and Technology, Tiruchirapalli, India

Bachelor of Electronic and Communication Engineering | 06/2008 – 05/2012

PRIST University – India, Tiruchirapalli, India