

CURRICULUM VITAE

ALLENPHILIP V

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PROFESSIONAL PREFACE

To work in an innovative environment that enhances my skills and provides ample opportunities to expand my knowledge. I aim to contribute my ideas and insights towards the organization's goals, ultimately becoming a motivated and driven professional.

ACADEMIC QUALIFICATION

Course	Name of the Institution	Year of Passing	Marks Obtained
MBA HR	Kalasalingam Academy of Research and Education	2021	7.79 cgpa
B. Com (C.A)	Kalasalingam Academy of Research and Education	2019	7.51 cgpa
HSC	G.S Hindu Hr. Sec. school	2016	86%
SSLC	G.S Hindu Hr. Sec. school	2014	70.6%

POSITION OF RESPONSIBILITY

- President of Human Resource club at Kalasalingam Business School, KARE.
- Student Organizer of a National level Management Meet at KARE.

WORK EXPERIENCE

HR Executive at TalentPro India HR Pvt Ltd – Jan 2022 to September 2024

- Spearheaded the recruitment process for internal departments, sourcing candidates from various platforms such as Naukri, Indeed, LinkedIn etc.
- Managed recruitment efforts across Tamil Nadu, Bangalore, Delhi, and six other states, ensuring a consistent and effective hiring strategy.
- Conducted comprehensive one-on-one interviews to identify top talent and ensure cultural fit.
- Oversaw the end-to-end candidate experience, including screening, onboarding, and completion of joining formalities.
- Developed and maintained detailed costing analyses for candidate placements.
- Continuously updated the recruitment tracker to align with departmental requirements and hiring goals.
- Led employee engagement initiatives as an HR Generalist, fostering a positive and inclusive work environment.
- Addressed and resolved employee queries promptly, maintaining high levels of employee satisfaction.
- Utilized Human Capital Management (HCM) software to streamline HR processes and enhance operational efficiency.

- Directed all administrative activities, ensuring smooth operations and compliance with company policies.
- Conducted employee exit interviews, documented feedback, and managed exit formalities to ensure a smooth and respectful departure process.

INTRINSIC TRAITS

Adapting with a new environment
Leadership skills
Does not take rest until I reach what I'm expecting in my work.

PARTICIPATIONS & ACHIEVEMENTS

I have Completed **SAP HCM** – Global Certified
National Seminar- “**ENTREPRENEURSHIP IN INDIA: OPPORTUNITIES AND CHALLENGES**”-rev. Vivekananda College
State Level Competition-Winner in “**BUSINESS PLAN**” Held by American College.
I have completed Basic to Advanced **Microsoft Excel certification**.
GOOGLE DIGITAL MARKETING Course completed.

COMPUTER & INTERNET SKILLS

Good Knowledge in Talent Acquisition Suite
Google forms, Site for database handling.
Proficient Microsoft Office Suite

HOBBIES:

Playing Piano
Driving

LANGUAGES KNOWN

English
Tamil
Malayalam

LINKEDIN PROFILE

<https://www.linkedin.com/in/allenphilip-hr>

I declare that the above information is true to my knowledge and belief.

PLACE: Srivilliputhur
DATE:

(ALLENPHILIP)