



MANIKANDAN R

NO.54,Ururkuppam,
Bajanai koil
street, Besant
Nagar,Chennai-
600090.

Mobile:9500949617

Email:rmani0438@gmail.com

CareerObjectives

A challenging career, which would utilize my knowledge and skill and to work in highly disciplined and dynamic environment, where I can find maximum opportunities to implement my talent and bring out the best in me.

SkillSets

- Recruitment, Sourcing & Screening.
- Payroll Management & Administration.
- Attendance & Leave Management .
- Lead Generation & Interactive product Presentation.
- SAAS Functionalities .
- Google SEO promotion Content writing.

ACADEMIC RECORDS

Graduation in Bachelor of Science. Mathematics, MDT Hindu College, MSUniversity, Tamilnadu.

Higher Secondary School Certificate, St.Johns HSS, Palayamkottai,Tamilnadu.

Secondary School Certificate, St.Johns HSS, Palayamkottai, Tamilnadu.

TECHNICAL SKILLS

Expert in Basic use of computer.

Internet Savvy

Email communications & Digital prospecting.

PROFESSIONALEXPERIENCE

- 1 Year & 9 Months worked as an Asst. Human Resources at **ATC Tiers (yokohoma) Private Limited**, Coordinating with Human Resources Asst. Manager From May 2019 To Dec 2020.
- 1 Years & 8 months Exp in **PHYGICART Ecom Pvt Ltd**, (Chemmanur Group Of Company, Trissur kerla)as Sales Team Divisional Manager (Tirunelveli,Chennai, Salem, Namakkal.) From Jan 2021 To June 2022.
- **MAXLIFE INSURANCE JV AXIS BANK PVT LTD** as a Agency Development Manager From Oct 2022 To April 2023.
- **NOWFLOATS TECHNOLOGY** as Business Development Manager From May 2023 To December 2023.
- **ADITYA BIRLA CAPITAL SUNLIFE INSURANCE COMPANY LTD** as Priority Relationship Managers Currently working From April 2024.

WORKEXPERIENCE

JOBPROFILE

- Sourcing, Screening and shortlisting resumes from Job portals (Naukri, Monster), Scheduling interviews, Conducting Preliminary rounds, Scheduling Technical interviews.
- Interview finalization and to keep a track on selected candidates withjoining date and updating to the management.
- Ensuring the completion of joining formalities (Issue Offer Letter / Appointment Letter, collection of required documents from new joiner) and Verifying of document.
- Lead generations & products sales with prospective.

PERSONAL SKILLS&ATTRIBUTES

- Well versed with MS-Office for reporting and documentation.
- Good communication and presentation skills.
- Team management skills & People Managements.
- Expert in Sales and Marketing
- Beingverypunctual&integerity.
- Focusing on complete every contest.
- Being passionate in sales ethics.

PERSONALDETAILS

FATHER'S NAME : V RAVICHANDRAN

DOB : 25 July 1999

SEX : Male

MARITALSTATUS : Married

KNOWN
LANGUAGES : English,Tamil &Telugu,

HOBBIES : Reading Books, Playing Cricket , Listening vintage songs

DECLARATION

I hereby declare that the above furnished information is authentic to the best of my knowledge.

Date:

Place:

(R MANIKANDAN)