**PARVATHY MOHAN**

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# PROFILE

* **Salesforce** domain experienced professional of 3+ years.
* **Strategic HR Expertise:** Proven ability to strategically align human resources functions with organizational goals, fostering a positive and productive workplace culture; expertise in designing & implementing performance management systems, facilitating goal-setting & continuous improvement.
* **Recruitment Excellence:** Extensive experience in the end-to-end recruitment process, from talent sourcing from LinkedIn, Monster, Naukri, iCIMS, and assessment to candidate placement, emphasizing precision in candidate selection (**Canada, US, and India**).
* **Training and Development:** Committed to employee growth and development, implementing training programs that align with organizational objectives and individual career aspirations.

# SKILLS

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| --- | --- | --- | --- |
| * Employee Relations * Onboarding * Performance Management * Talent Acquisition | * Diversity and Inclusion * Change Management * Employment Law Compliance * Psychometric Testing | * Succession Planning * Employee Engagement * Leadership Development * Organizational Development | * Labor Relations * Employment Branding * Workforce Planning * Conflict Management |

# INTERNSHIPS

**HR-Salesforce | Wipro |** *June 2021 - Present*

* Spearheaded the strategic sourcing of top-tier candidates, specializing in recruiting professionals skilled in **Salesforce and ServiceNow platforms**.
* Continuously evaluate market trends and industry developments to proactively identify and engage with high-caliber talent.
* **Able to communicate effectively with both technical team and vendors**
* Successfully confirm and coordinate interviews and appointments with prospective candidates.
* **Experience in gathering and documenting business requirements**
* Demonstrate precision in scheduling and logistical coordination, optimizing the recruitment process for a seamless candidate experience.
* **Familiarity with Salesforce and CRM concepts.**
* Collaborate closely with hiring managers to align interview processes with organizational goals.
* Implement a meticulous candidate evaluation process, conducting initial interviews and pre-screening assessments.
* Thoroughly assess applicant credentials and qualifications to ensure alignment with organizational needs and values.
* Provide insightful feedback to hiring managers, contributing to data-driven decision-making in the selection process.
* Ensure accuracy in data management, facilitating seamless communication between candidates and hiring managers.
* Leverage the system's reporting capabilities to generate insights into recruitment metrics, contributing to continuous process improvement.
* Proficiently operate applicant tracking systems, streamlining the recruitment workflow for enhanced efficiency. Leverage technology to maximize productivity and maintain a structured and organized recruitment process.

**HR - Recruiter, Intern | TTK Healthcare |** *Dec 2020- Feb 2021*

* Orchestrated the creation of compelling job posts to effectively advertise vacant positions, actively engaging potential candidates and promoting the organization's talent brand.
* Generated a specialized candidate pool by strategically placing advertisements, evaluating applicant credentials, and conducting meticulous initial interviews and pre-screening assessments.
* Conducted timely follow-ups with notable applicants identified through industry-specific pipelines, events, and job fairs, ensuring a consistent and personalized recruitment experience.

**HR - Generalist, Intern | Future Groups - Retail |** *Feb 2021 - Mar 2021*

* Provided training to employees and fellow interns, contributing to their professional development within the organization.
* Assumed responsibility for the management of a team of employees, overseeing hiring, training, and fostering their professional growth.
* Developed and implemented comprehensive performance improvement strategies, fostering a culture of continuous development and enhancement.
* Documented and maintained reports, ensuring accurate and accessible records for efficient decision-making.
* Managed attendance records, contributing to the smooth operation of daily organizational functions.

**HR - Recruiter, Intern | Puthri - NGO |** *Aug 2020- Sept 2020*

* Leveraged social media platforms and online job boards to strategically advertise open positions and proactively engage with potential candidates.
* Managed the end-to-end recruitment process, ensuring a seamless and candidate-centric experience.

# EDUCATION

* **Post Graduation in Psychology in Organizational Behaviour |** Women's Christian College - Chennai, India | 2021
* **Bachelors – Psychology |** Kristu Jyothi College – Kottayam | 2019
* **Ceritified Salesforce Associate, Salesforce Business Analyst, nCino basics**
* **Certification:** Eazl: [2022] Recruiting: Talent Acquisition & Hiring (Version 3.2)

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# PERSONAL/ OTHERS

* **Date of Birth:** 8th October 1997
* **Place of Birth:** Dubai, UAE
* **Projects:**
* Research on Employee Engagement and Work-Life Balance in the Retail Sector, 2021
* Study on Parental Stress and Child-Parent Relationships Among Mothers of Children with and Without Learning Disabilities, 2019
* **Publication:** Mohan, P. (2023). Going beyond lifestyle routine activities: establishing a relationship between social intelligence and cybercrime victimization. In Victim Management Imperative in Work Culture. essay, Notion Press