

SRI RAAM A/L CHANDRASAGAM



Contact

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LinkedIn

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Address

Blok D-11-8 PPR Desa
Rejang, Persiaran Rejang
Perumahan Awam,
Setapak Jaya, 53300 KL.

Expertise

- Microsoft Office
- Communication skills
- Leadership
- Employee Relations
- Compliance and
Record-Keeping
- Relationship Building

Language

English

Malay

Tamil

About Me

A highly motivated and results-driven fresh graduate currently working as a Researcher and having a strong internship background as a Recruitment Researcher and Human Resources Assistant. Seeking an opportunity to utilize my skills, knowledge, and passion for HR to contribute to a dynamic organization's success. Committed to developing and implementing effective HR strategies, optimizing talent acquisition processes, and fostering a positive work environment.

Experience

Researcher - EPS Recruitment Agency

Sept 2023 - Present

- Analyze and study clients website, location and business nature
- Conduct research to identify potential candidates through job portals, such as JobStreet, FoundIT, LinkedIn, and databases.
- Used search techniques and tools to identify suitable candidates based on job requirements and specifications.
- Maintain extensive network of contacts to leverage referrals and recommendations.
- Build and maintain a strong pool of qualified candidates for current and future recruitment needs.
- Engage with potential candidates to assess their qualifications, interests, and suitability for specific roles.
- Maintain up-to-date candidate records in the recruitment database.
- Regularly update candidate profiles with relevant information, including contact details, qualifications, and work experience.
- Prepare resumes of the candidates to send out to the clients.

Recruitment (Researcher) - EPS Recruitment Agency (Internship)

May 2023 - Aug 2023

- Analyze and study clients website, location and business nature
- Conduct research to identify potential candidates through job portals, such as JobStreet, FoundIT, LinkedIn, and databases.
- Used search techniques and tools to identify suitable candidates based on job requirements and specifications.
- Maintain extensive network of contacts to leverage referrals and recommendations.
- Build and maintain a strong pool of qualified candidates for current and future recruitment needs.
- Engage with potential candidates to assess their qualifications, interests, and suitability for specific roles.
- Maintain up-to-date candidate records in the recruitment database.
- Regularly update candidate profiles with relevant information, including contact details, qualifications, and work experience.
- Prepare resumes of the candidates to send out to the clients.

Reference

- **Yong Pui Kuan**

Team Manager

EPS Malaysia - Recruitment & Outsourcing Agency

Suite 2A-11-1, Level 11, Block 2A,
Plaza Sentral, Sentral, Jalan Stesen
Sentral 5, 50470 Kuala Lumpur.

Tel: +60 16-948 8564

Email: puikuan.umbc@gmail.com

- **Kak Thiba**

**Admin Support (Intern
supervisor)**

Lot LG01, The Paradigm Mall, No. 1,
Jalan SS 7/26a, 47301 Petaling Jaya,
Selangor.

Tel: +60 11-3686 8807

- **HR Assistant - TESCO Paradigm Mall (Internship)**

Oct 2020 - Jan 2021

- Supporting the HR department by executing various HR functions, including recruitment, payroll, performance management, and employee relations.
- Collaborated with hiring managers to identify talent needs, write compelling job descriptions, and conduct interviews to recruit candidates.
- Implemented effective employee training and development programs to the newly joined employees enhancing performance and productivity.
- Ensured compliance with employment laws and regulations while maintaining accurate employee records and HR documentation.
- Assisted in the development and implementation of HR policies and procedures to create a positive and inclusive work environment.

- **Sales Promoter - VIVO Pertama Kompleks (Full-time)**

April 2018 - May 2018

- Deliver sales presentations and demonstrations to potential customers.
- Communicate the value of the product or service, addressing customer concerns, and highlighting key selling points to persuade customers to make a purchase.

- **Call Center Agent - SCICOM (Full-time)**

Feb 2018 - March 2018

- Contact customers who had filled up the survey forms of new product usage.
- Gather information of the customers and explain to them about the new product release.

CURRICULAR INVOLVEMENT, ACHIEVEMENT & PROFESSIONAL CERTIFICATION

- **Secretary of UNITAR Football Club (2022/23)**
- **Participated in KWSP & SOCSO talk as event organizer (2019)**
- **Prefect Head of PA System (2016/17)**
- **Dean's List Award (2023)**

Education

2021 - 2023

UNITAR International University

**Bachelor Of Business
Administration (Hons)**

2018 - 2021

UNITAR International University

**Diploma in Business
Administration**

2013 - 2017

SMK Maxwell

SPM