

RANJITHAM MARIAPPAN (REN)

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PROFILE

Emerging HR professional with experience supporting onboarding, employee file management, recruitment coordination, and HR documentation across fast-paced hospitality and office settings. Proven track record in delivering timely administrative support, scheduling orientations, and maintaining accurate HRIS records. Skilled in handling confidential information, coordinating interviews, and assisting with benefits and claims processes. Strong collaborator with excellent communication, time management, and Microsoft Office skills. Eager to contribute to high-performing HR teams while ensuring smooth day-to-day operations and a positive employee experience.

PROFESSIONAL EXPERIENCE

Human Resources Recruitment Trainee (Co-op), The Marshall Group | *Sep 2023 – Dec 2023* | Toronto, Canada

- Supported full-cycle recruitment, including job postings, application screening, and interview scheduling.
- Maintained and updated HRIS (CATS), ensuring data accuracy and confidentiality.
- Provided day-to-day administrative support to HR team including interview coordination and candidate communications.
- Assisted in the onboarding process by preparing documentation and helping schedule orientations.

Team Trainer & Barista, Lola's Gelato | *Apr 2023 – Present* | Toronto, Canada

- Recruited, onboarded, and trained new staff; created orientation guides and training documentation.
- Took on leadership responsibilities including scheduling, conflict resolution, and shift oversight.
- Built strong customer relationships and supported a positive work environment in a high-volume setting.
- Maintained accurate employee records and facilitated ongoing peer learning

HR Communications Specialist, Defeating Disorders | *Apr 2022 – Nov 2022* | India

- Crafted and managed HR communications and engagement initiatives to improve organizational transparency.
- Assisted in policy development and internal communications for workplace culture enhancement.
- Conducted research on employee engagement strategies, supporting HR decision-making.
- Fostered connections with angel investors through strategic networking, culminating in successful meeting setups.

HR Intern, Iris Life Solutions | *Apr 2022 – Jun 2022* | Bangalore, India

- Supported onboarding and offboarding by creating employee files and processing documentation.
 - Maintained internal trackers and participated in HR policy documentation.
 - Supported workplace investigations by organizing reports and documenting findings.
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EDUCATION

Post-Graduate Degree in Business Administration, York University | *Jan 2024 – Sep 2024* | Toronto, Canada

Post-Graduate Degree in Human Resources Management, Humber College | *Jan 2023 – Dec 2023* | Toronto, Canada

Bachelor's in Engineering (Computer Science), REVA University | *Aug 2018 – Nov 2022* | Bangalore, India

CERTIFICATIONS & SKILLS

CERTIFICATIONS:

- Ontario Graduate Certificate in Human Resources Management & Business Administration

TECHNICAL SKILLS & COMPETENCIES

- **HR Functions:** Recruitment & Onboarding, Employee File Management, HR Calendar Maintenance, Orientation Scheduling, Benefits Enrollment, Employment Verifications
- **Systems:** HRIS (CATS), Microsoft Office Suite (Excel, Word, Outlook)
- **Soft Skills:** Multitasking, Clear Communication, Time Management, Adaptability, Sound Judgment, Confidentiality Handling, High-Energy Teamwork
- **Additional:** Event Coordination, Workplace Collaboration, Administrative Support