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| PROFESSIONAL PROFILE |

## Personal Information

**Date of Birth : 4th June 1991**

**Nationality : Indian**

**Languages : English, Hindi, Telugu and Kannada**

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| SKILLS |

Result driven, self- motivated and resourceful Graduate with technical competency and strong academic performance. I wish to apply my professional technical and software skills from my previous knowledge, to an opportunity which will provide me advancement within my career area.

* Proficient in MS Office and familiar with E-mail and Internet.
* Recruitment skills
* Corporate Communications
* Creative Team Leadership
* Customer focus.
* Drive and enthusiasm.
* Excellent communication and interpersonal skills.
* The ability to grasp new concepts quickly and generate fresh and innovative ideas.
* The ability to multi-task.
* Well-developed commercial awareness.
* An aptitude for teamwork.
* Genuine leadership and management skills.

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| CAREER SUMMARY |

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| **Ajax Managements, India** |

**From June 2015 -To September 2015**

**Designation: Human resource trainee**

Job Responsibilities:

* Screening the Searching the database/web/jobsites to source out the required resumes /cv,Speaking/Emailing to the screened/short-listed resumes and checking their availability and interests
* Exposure of Handling three verticals IT , ITES & Non IT recruitment
* Training the candidates on interview pattern and interview tips for all the rounds of interview
* Taking Care of Joining formalities of the Employees , Co-ordination with the new jonnies of the internal employee

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| **ARYTZA.CO.UK** |

**From October 2013 -To May 2015**

**Designation: Human resource executive**

Job Responsibilities:

* Preparing staff handbooks
* Recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, short listing, interviewing and selecting candidates;
* Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management
* Undertaking regular salary reviews
* Planning, and sometimes delivering, training - including inductions for new staff
* promoting equality and diversity as part of the culture of the organisation

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| **Qualification Level** | **Degree/ Specialization** | **University** |
| Post-Graduation  march 2015 | Masters of Business Administration | University of Bedfordshire, United Kingdom |
| Graduation | Bachelor of Engineering in  Electronics and Electricals | Vishvesvarayya Technical University  NIEIT College of Engineering Mysore, India |
| Advance Diploma in HR | HR management Trainee | Ajax managements India |



**Gulfjobseeker.com CV No:** **1483698**