**First Name of Application CV No 1624062**

Whatsapp Mobile: +971504753686



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Sex- Female |Nationality - Indian

Visa – Visit Visa

Marital Status - Married

**Objective**:

Intend to build up a career in HR in an esteemed organization and grow along with the organization by contributing to its success and growth and thus leading to a successful & responsible position in the organization.

**Professional Synopsis**

* Overall 6Yrs. of professional experience in the field of Human Resource management , Non IT Recruitments, & BPO / ITES
* Experienced in all actives of Recruitment Cycle.
* Handle Re-Source activities through job portals like Naukri, Monster and LinkedIn etc.
* Recruiting people in Industry, Client Interaction, and Screening of Profile Job profile explaining, Maintaining Candidates Database and good relationship with candidates.
* Strong negotiation skills and client/candidate handling skills.
* Good in motivating, leadership qualities, and quick learner, hardworking, determinate, confident, effective written and oral Communication.
* Proficient and expert in providing general administrative support for routine functions.
* Expertise in MS Word, Excel and the Internet

**Professional Experience**

**January 2015 – February 2016 Green Earth Industries, Cochin, Kerala**

**HR Assistant**

* Provide clerical and administrative support to Human Resources executives
* Explain company personnel policies, benefits, and procedures to employees or job applicants
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment and training)
* Process and review employment applications in order to evaluate qualifications or eligibility of applicants
* Examine employee files to answer inquiries and provide information for personnel actions
* Assist with day to day operations of the HR functions and duties

Industry: Waste Recycling

**August 2013 – April 2014 Glitnir Corporate Solutions Pvt Ltd, Cochin, Kerala**

**HR Recruiter**

* Exposure to the Complete Recruitment Life Cycle and Interviewing of candidates to identify qualified candidates based on skills, knowledge, education, experience, etc.
* Analyzing the requirements, sourcing the right profile/resume, identification and screening as per client’s requirements.
* Proficient in making JD, Job Postings & Mass Mailing on various job portals.
* Screening & short-listing suitable profiles against the requirement.
* Inform applicants of job duties and responsibilities, compensation and benefits, work schedules and working conditions, organization policies and other related information.
* Prepare candidates for client interviews, coordinate interviews, and debrief candidates after the interviews.
* Establish and maintain a pipeline of candidates for future client needs.
* Maintaining Daily /weekly status reports.
* Share the Client feedback with successful candidates and assist in negotiation skills and closure of the opportunities.
* Raise invoice and process the same with different Clients for timely payments

Industry: HR Consultancy

**September 2012 – July 2013 AIMA Services Ltd, Cochin, Kerala**

**Placement Officer**

* Provide placement opportunities for our students enrolled at our college in the UK.
* Ensure the placements carried out by the students are in accordance with the legal guideline of the country and within the college placement policies.
* Generate new vacancies for students enrolled at our college in the UK.
* Maintain placement reports on a daily, weekly and monthly basis.

Industry: BPO/Education

**June 2008 – April 2011 M/S Affiliated Computer Service (ACS), Info Park Cochin, Kerala**

**Transaction Analyst**

* Preparation and coding of medical claims.
* Maintaining data properly and combining data from various sources to generate an accurate result.
* Quality monitoring of the process.
* Send reports to the team leader on a daily basis.

Industry: BPO/ Medical

**Education & Training**

* 2008 -2010 MBA in HR & Finance from Mahatma Gandhi University, Kerala
* 2005-2008 B.A in Economics, from Mahatma Gandhi University, Kerala
* 2003-2005 Plus Two, Board of Higher Secondary Examination, Kerala
* 2003 SSLC, Board of Public Examinations Kerala

**Linguistic Skills**

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| **LANGUAGE** | **LEVEL** |
| ENGLISH | FLUENT |
| HINDI | FLUENT |
| MALAYALAM | NATIVE |