***Objective***

Maintain and enhance human resources productively in an organization, developing strong manpower, identifying talent and deploying professional development programs in order to achieve organizational goals and fulfill employees’ needs.

***Core Competencies***

|  |  |
| --- | --- |
| * Active Listening
 | * Persuasive
 |
| * Counseling & Management Skills
 | * Critical Thinking
 |
| * Excellent Inter-Personal Skills
 | * Diplomacy
 |

***Professional Work Experience***

**Company : Duocorn HR Solution**

**Designation : Recruitment Executive**

**Period : 13th Oct ’14 – 30th Sept ‘15**

**Responsibilities :**

* Supervising of the development, administration and implementation of all HR functions, such as: interviewing, recruitment, appraisals, training and professional development, benefits and associated activities.
* Analyze Staffing Requirement & directed the recruitment process. Assisted the HR manager during Recruitment of candidates.
* Conducted first level interviews for associate level positions.
* Assisted newly- recruited and existing staff & provided information regarding wages & Company policies.
* Assisted HR Executives during Induction programs for newly recruited staff & educate those concerning organizational goals.

***Academia***

**Internship**

**Company: Kerala Pvt Ltd.**

**Subject : Organizational Behaviour**

**Observations**

The Study was mainly centered on the management of workers in the Company. A healthy discussion with the HR Department on applying a scientific approach to the workers in order to maximize the output from individuals & Group members.

**Educational Qualifications**

* Master’s in Business Administration from Acharya Bangalore B-School(Bangalore University)(2012 – 2014)
* Bachelor’s in Business Management from Christ Collage(Bharatiyar University) (2009 – 2012)
* 10th – 12th from S.N.Vidya Bhavan (CBSE) (2007 – 2009)

**Achievements**

* Presented a case study in case study competition held in Acharya Bangalore B-school.
* Student coordinator for Colloquium event held in Acharya Bangalore B-school on the occasion of BIZOMANIA Management Fest.

***Skill Set***

**Technical:** MS Windows OS, MS Office, Tally

***Personal Profile***

Date of Birth : 27th Dec 1990

Gender : Female

Nationality : Indian

Marital Status : Married

Notice Period : Immediate Joining

**First Name of Application CV No:** **1654974**

Whatsapp Mobile: +971504753686

