**First Name of Application CV No 1685436**

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HRM is a means to achieve efficiency and effectiveness. I am a multi-skilled Human Resource professional with good all-round creative expertise, skilled with a knack to identify and deal with the client’s objective and then transform it into crisp, creative and informative and serving other functional areas to attain the efficiency.

Career objective:

Seeking a position in a fast growing company involved in an emerged technology where my education and experience will have a valuable application

Educational qualification:

* Master’s Degree in Human Resource and Advertising from Anna University.
* Bachelor degree **(Bio tech)** from Bharathiyar University.
* +2 **(English)** from Tamilnadu Divisional Board.

Work experience:

* Currently working as HR Executive with STC Consultants – Chennai (June 2013 to Till now)
* Worked as training lecturer for 10 months (Aug 2012 to May 2013)

My role in stc Consultants:

* Recruitment and pre - selection
* Induction and on-boarding
* Manage client relationship, day to day coordination and execution
* Payroll
* Exit interview
* Creating database of customer details
* Personal file maintenance
* Office general administration
* Posting job advertisements
* Attendance maintenance
* HRMS Entry
* Close monitoring of absenteeism
* Attrition analysis
* Responding to clients emails
* General clerical duties

Achievements:

* Had presented papers on various titles in terms of management topics
* Best performer award received twice
* Had participated business events during college times and awarded with prizes

Strengths:

* Thirst to learn.
* Good observation.
* Strong communication skills and good command over English language.
* Creative, competitive and optimistic approach in developing new ideas.
* Flexibility in working independently as well as in a team.
* Outgoing and approachable personality.
* Strong ability to express thoughts clearly and effectively both orally and in writing.

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Interests: (Extra-curricular)

* Reading books
* Learning new things everyday
* Listening to music

Personal Details:

* Date of Birth: 29/9/1989
* Marital Status: Married
* Languages known: English, Hindi and Tamil.
* Nationality: Indian.