**Curriculam Vitae**

**SIJI**

**OBJECTIVES**

Seek a responsible career opportunity in Human Resource in which I can successfully utilize my skills, thus contributing in the growth of organization I work for. I want to develop as an adroit personality by seeking a challenging position in a reputed concern and to pursue a career, wherein I can use my interpersonal skills and passion for knowledge to the fullest.

**PROFESSIONAL EXPERIENCE**

Worked as a Talent Acquisition Specialist at SureEvents from 2nd Jan 2015 to 12th Sep 2015.

SureEvents offers Customised Recruitment Services (CRS©). They have a methodology for CRS©, that engages with the Client to map the requirements and there starts the difference. SureEvents does not build on fixed costs beyond what is needed. They believe that Collaborative Partnership with Industry Service Providers, enables Flexibility and Nimbleness in getting the right solution at very reasonable costs.

As part of the the CRS© model SureEvents works with Associates with whom the company has formal and informal agreements and arrangements. SureEvents has empanelled various Service Providers covering different skill requirements. These partnerships are the foundation of its belief that collaborative participation is not only effectiveness but also cost effective. CRS© ensures flexibility and alertness. Our associates are leaders in their own fields and bring expertise.Some of the clients include Infosys, Wipro, TCS, Satyam, Accenture, IBM, HP, Oracle, L&T Infotech, Tech Mahindra.

www.sureevents.com

**Roles and Responsibilities**

* Handling end-to-end recruitment cycle.
* Permanent staffing for clients.
* Screening & short-listing candidate profiles as per the requirements of clients.
* Co-coordinating with candidates for interview.
* Interacting with candidate, doing initial screening. Understand their competencies & skill sets, making them understand job role.
* Providing complete, accurate, information to candidates about the company and position.
* Preparing candidates for interviewing with the clients by providing detailed information about business strategy, job descriptions, and expectation.
* Scheduling the candidates for personal interview.
* Co-coordinating with candidates after company selects the candidate.
* Maintaining daily/ weekly/monthly reports such as interview status reports, closure reports & feedback reports.
* Multi-Location Recruitment, worked on the requirements of the clients for the following locations Bangalore, Pune, Mumbai, Chennai, Kerala, Noida, Gurgaon.
* I have received an appreciation from the business head for my hard work and for having joiners in my first week of working.

**EDUCATIONAL QUALIFICATION**

MBA in HR and Marketing from Kannur University (2012 - 2014)

BE in Electronics and Communication from Visvesvaraya Technological University (2008 – 2012)

12th from Kannur University (2006 – 2008)

10th from ICSE

**COMPUTER KNOWLEDGE**

Basic Knowledge : MS Office, MS Excel, MS Word

**TRAINING**

* Internationally certified Neuro Linguistic Programme
* Soft skill development program

**SKILLS**

* Always owed with “can-do spirit”.
* Quick learner, resourceful, productive, and with good sense of humour.
* Comprehensive problem solving abilities.
* Able to work independently, as a part of team, able to vaporize and grasp new things quickly.
* Date of birth : 15.01.1990
* Sex/Marital : Female/Married
* Nationality : Indian
* Languages known : English, Malayalam, Tamil

**Job Seeker First Name / CV No: 1716636**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 