Amrita .P

00971507295838 • amrita.p91@yahoo.com

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| Personal Profile | HR professional with over 18 months experience within recruitment and supporting functions in leading MNCs from Bangalore. |
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| Experience | **[Aug 15 –Jun 16] [Recruitment Coordinator]** * Source profiles based on the specific requirements.
* Plan and Schedule interview process
* Prepare data on candidate profiles, slot utilization, cancellation reports.
* Ensure good interviewer and interviewee experience through a smooth execution of the interview plan and preparing the interview notes for post interview debriefing.
* Post selection – documentation and onboarding process.

**[August 14 – June 15] [Associate consultant]** **Hirepro Consultancy Pvt Ltd on RPO to Accenture and CTS*** Sourcing, screening and interview scheduling
* Post offer follow up and address candidate queries.
* Prepare hiring trend reports for the particular business section with highlight on reasons for offer declines and gaps.

**Internship : Mar14- May-14**Interned at The tribe fitness club as relationship executive. Talk to prospects and follow up on regular basis to gauge their interest areas and align them to the various fitness programs the club had to offer.Achieved the monthly target of membership conversions.  |
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| Education | 2014 - CMRIT - VTU* MBA in Marketing- 67.5%

2012 - New Horizon college - BU* BBM in HR – 72%

2009 - Cathedral Composite PU college- Karnataka State board* 12th Std- 63%

2007 Airforce School – CBSE10th Std – 79.2% |
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| Skills and languages known | **Skills:** * MS office Suite
* Fluent in English, Hindi(oral and written) ,Malayalam and Kannada
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| Dissertations | Conducted a study on the Performance evaluation techniques used in Kalki Technology.Conducted a study on the Customer perception on service quality at Medihope hospital. |
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**Job Seeker First Name / CV No: 1799688**

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