**ARJUN PRAKASH**

***OBJECTIVE***

(A Post Graduate in MBA (Human Resource-HR) with 1 years of experience in HR specially in Recruitments, Training, staffing and Head hunting. Seeking a challenging job to deliver best of my skills and make best use of my efforts in gaining experience)

***CAREER PROFILE***

* Enthusiastic, results oriented HR professional with extensive experience in planning and directing all areas of Human Resources that includes but is not limited to: benefits, compensation, employment law, employee relations, on-boarding, payroll, performance management, policy & procedures, recruitment, safety, supervision & training.
* Strategic HR partner executing HR best practices to align the objectives of the organization while maximizing employee potential by fostering a positive work environment that promotes employee morale by developing interpersonal relationships within all levels of the organization utilizing attentiveness, trust, and respect.

***EXPERIENCE***

**H & D solutions** ( KTYM = 686013 ) KERALA

* Working as HR manager in H&D company from 2015 NOVEMBER - present.

**Key Responsibilities Handled**

* Involved in full recruiting life cycle & end to end recruitment.
* Understanding client requirements and deciding on the recruitment strategy.
* Interacting with the delivery team on regular basis and prioritizing requirements as per the billable effective dates.
* Sourcing CVs from various channels such as referencing, company’s own database, Job Portals i.e. Monster, Naukri, and networking tools such as Linkedin.
* Conducting Drives, Walk-ins and personal interviews.
* Arranging for technical panels and coordinating at all levels of Interviews.
* Conducting HR interviews to check the candidate’s suitability for the requirement.
* Providing timely feedback to the client on their requirements and to the candidates on their interview.
* Conducting induction for new joiners to create awareness of the Recruitment function.
* Preparing and maintaining various MIS Reports like Tracker sheet, requirement and offer reports, to be sent to delivery heads and top management.
* Recruiting people at all levels, i.e. from experience range of 2-15 years for all permanent, subcontracting and direct positions.
* Hiring resources within the stipulated average salary of LOB (Line of Business).
* Responsible for mentoring new team members in the recruitment process and various active requirements.
* Organizing employee engagement programs, employee safety, welfare, wellness and health programs.

Handling the payroll, compensation and benefits

***EDUCATION***

* Master Of Business Adminstration (HR) from C.V RAMAN University , 2016
* BBA from BHARATH University , 2014
* HSC MAHARASHTRA BOARD , 2011
* SSLC CBSE BOARD , 2008

***PROFESSIONAL SKILLS***

* Full Recruitment Cycle (Domestic / International)
* Active Candidate Generation
* Passive Candidate Generation
* Training and development
* Team Player
* Relationship Management
* Remarkable analytical, logical and mathematical skills.
* Innovative in assessing the qualities of people.
* Efficient in communicating well in written and verbal both.
* The ability to motivate people.

***Technical Skills***

* **Operating System:** Windows98, 2000, 2003 Server, Windows XP & Windows 7.  
  **Tools:** MS Office, Word, Excel, Power Point and Outlook.  
  **E-Mailing tools:** MS Outlook, Windows Outlook, Yahoo and Google.  
  **Hardware:** Hands on Experience of Computer hardware and networking.

***PERSONAL DETAILS***

**Date of Birth:** 15.08.1991  
**Languages Known:** English, Hindi and Malayalam.  
**Hobbies:** Reading, Drawing

**Job Seeker First Name / CV No: 1825398**

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

