#  RASHMI

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**Career Objective**

To secure a promising position that offers both a challenge and a good opportunity for growth. To use and develop my skills and knowledge to the maximum extend which will enhance both personal and organizational development.

**Professional Synopsis**

* A result oriented professional with 1 year and 2 months experience in the area of Recruitment, Human Resources and managing Client Relationship.
* A proactive & self-motivated individual with comprehensive knowledge of methods and techniques of providing Multitasking services to the clients in various scopes of works
* An effective professional with eloquent Management Skills, decisive skills, having strength in building strong and enduring relationships; Ability to handle complex situations within crunched deadlines
* A good team player with team management skills, organizing skills, analytics, negotiation skills, and highly committed towards constant learning and upgrading skills
* A MBA graduate with strong work ethics and expertise knowledge in computer management and communication skills

**Academic Qualifications**

* **M.B.A** from **Guruvayurappan Institute of Management (Bharathiar University) India,** Specialization in **Human Resources and Finance** with an aggregate of **74 %** in **2012.**
* **B.B.A** with an aggregate of **76%** from **SNGS College** (**Calicut University) India,** in **2010.**
* **Plus Two** with an aggregate of **79%** in CBSE from **Kendriya Vidyalaya, India** in **2007.**
* **10th** with an aggregate of **67%** in CBSE from **Kendriya Vidyalaya, India** in **2005.**

**IT Credentials**

* Diploma in IT from NIIT, India

**Professional Experience**

**Name of the Company :** Next Step Services Private Limited, India

**Duration :** April 2nd – September 15th 2014

**Designation :** Associate Consultant (IT Recruiter)

**Job Description**

* Managing the complete recruitment life-cycle for sourcing the best talent within deadlines for various clients.
* Fulfilling Human Resource requirements for different projects by breaking them on priority basis.
* Understanding the job requirements verbally or through Job-Description.
* Sourcing & Screening accurate profiles through various sources like internal database, Employee Referral & Job-Portals on a day to day basis.
* Communicate with candidates through phone, e-mails.
* Scrutinizing resumes and conduct preliminary interview with relevant candidates & shortlist the candidates on various standards by own & desired parameters of clients as well.
* Checking out the Interest level of candidate & make sure that he will take interview call.
* Scheduling interviews and convincing candidates to attend the same.
* Follow-up with selected candidates to confirm their Joining Date & keep the respective department informed of the same.
* Constant follow-up with candidates to ensure he/she take offer and accepts to join.
* Developing and maintaining of database on the basis for immediate and future
requirement.
* Salary Negotiation.
* Arranging general Walk-ins, scheduled Walk-ins.

**Name of the Company :** New Star Services Private Limited, India

**Duration :** July 1st 2013 – February 25th 2014

**Designation :** Associate Consultant (HR Recruiter)

**Project Profile**

**Name of the Company :** Paragon Steels Pvt Ltd, Kerala, India

**Topic :** Effectiveness of Grievance Handling Procedures

**Period :** May 1st 2011 to June 24th 2011

**Role :** Management Trainee

* **Responsibility:** To assess the satisfaction level of employees towards the Grievance Handling Procedures.

**Achievements**

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* Undergone 5 days training program at Big Bazaar under “Maha Budget” Promotion, a part of Future Group Private Limited, India and secured Excellent Award.
* Successfully coordinated the Finance Game for both Inter College Management Fest “GIM Fest” and Intra College Management Fest “Affiatus” in 2012.
* Got Second Prize for Communication Game held as a part of Affiatus the Intra College Management Meet in 2012.
* Secured Prizes for Dance competitions, Fashion Shows and Group Activities.
* Secured college level prizes for sports activities like Relay, Table Tennis.
* Secured prizes for story writing completion held in college.

**Personal Details**

**Status of Visa : Resident visa**

**Date of Birth : 26th May 1990**

**Nationality : Indian**

**Marital Status : Married**

**Linguistic skill : Spoken : English, Tamil, Malayalam, Hindi**

 **Written : English, Hindi, Malayalam**

 **Read : English, Hindi, Malayalam**

**Declaration**

 I hereby declare that all the information furnished above is true to the best of my knowledge.

Date:

Place: **Sharjah RASHMI**