**BEENA**

**Beena.349999@2freemail.com**

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**CAREER OBJECTIVE:**

*To obtain a position in the Human Resources and Administration field which allows me to apply my HR and Administration Experience, and utilize my exceptional people skills.*

**CAREER SUMMARY:**

* **A competent professional** **with 3.5 years of experience in the entire gamut of HR and Administration field.**
* Adept at hiring all levels of Employees in Shipping and Logistic field.
* Lining up interviews and conducting aptitude test for candidates.
* Handling regular HR & Admin functions.
* Possess excellent communications and interpersonal skills.

**EMPLOYER:**

**Vivid Visions Trexim Pvt Ltd,** Chennai- **HR and Admin Assistant** from Nov 2014 to Dec 2016.

**Tagknot Consulting & Solutions,** Chennai - **Talent Acquisition Executive** from May 2013 to Oct 2014.

**Key Skills:**

* Screening
* Selection
* Employee Relations
* Negotiation
* Administration
* Follow up

**WORK EXPERIENCE:**

**Vivid Visions Trexim Pvt Ltd,** Chennai (HR and Admin Assistant -Nov 2014 to Dec 2016)

Key Responsibilities Handled:

* Responsible for Recruitment and Assisting Administration Activities.
* Responsible for Sourcing, Screening, Preliminary data collection to candidates. Selecting the right candidate for the specific role.
* Conducting interview of the candidates and selecting suitable candidates for the requirement.
* Handle the queries give briefing & finally shortlist the candidate.
* Maintaining the candidate database for future reference.
* Assisting to Admin Executive and coordinate for updating all Employees Database.
* Maintaining the Attendance Records of the Contract Employees.
* Maintaining Employee Performance Details.
* Keeping records of Visiting Cards, Printing of Stationary.
* Handling complete Facilities and infra structure of office.

**Tagknot Consulting & Solutions,** Chennai (Talent Acquisition Executive - May 2013 to Oct 2014)

Key Responsibilities Handled:

* Sourcing of quality profiles for various IT, Non IT & ITes.
* Responsible for managing the Full recruitment life cycle from understanding the requirement and furnishing them with relevant profiles.
* Identify candidates using different sourcing methodologies like referrals, Job search portals, and internal database and web postings.
* Should be able to build strong referral networks.
* Handled IT & Non IT Clients.
* Maintaining Profile Database.
* Following up with candidates till they are on-board.

**ACADEMIC CREDENCIALS:**

**M.B.A**. Human Resource : **Bharathiyar University, Coimbatore, (2012)**

**B.A** Lit (English) : **Manonmaniam Sundaranar University, Triunelveli, (2009)**

**HSC** : **Higher Secondary, State Board of India, (2005)**

**SSLC** : **Secondary school, State Board of India, (2002)**

**Technical Skills:**

MS Office