**VARSHA**

**Varsha.370102@2freemail.com**

**INDIA**

**Professional Summary**

As a Proprietor with 6 years in recruiting, interviewing, training and public speaking. Highly responsible, organized and self-motivated.

​Results-oriented Human Resources specialist  with broad experience in all areas of HR, including policy development, performance management and benefits administration.

​HR SPECIALIST adept at building consensus amongst staff and creating an involved workforce. Fosters an environment of teamwork and continued growth and development across all functions.

​PROPRIETOR with expertise in performance management, succession planning and process improvement. Strategic planner with strong communication skills and attention to detail.

​Organized entrepreneur possessing strong interpersonal skills. Creates business partnerships and builds trust with managers and employees to create a positive work environment.

**KEY SKILLS**

PROFICIENT IN MS OFFICE

VOICE AND ACCENT TRAINING EXPERT

DIPLOMA IN C PROGRAMMING

ENTREPRENEURIAL BACKGROUND

TARGET ACHIEVER

QUICK LEARNER AND COMPETITIVE IN NATURE

RECRUITMENT/STAFFING

EMPLOYEE COACHING

PAYROLL ADMINISTRATOR

TRAINING AND DEVELOPMENT

**WORK HISTORY:**

***PROPRIETOR CUM HUMAN RESOURCE SPECIALIST AT VMASH INFOTECH (august 2009- feb 2015)***

***Responsibilities:***

 Served as the **Proprietor** of **Vmash Infotech** which was mainly dealing with business process outsourcing works. Being in the shoes of a proprietor I was mainly handling the responsibilities of the following duties:

1) recruitment of efficient staff

2 ) training and development

3) payroll and remuneration

4) outsourcing good workloads to different data entry offices

***FREELANCING AS JOB RECRUITER AND TRAINER FOR PAN INDIAN PLACEMENTS FOR ALL THE MANAGERIAL POSITIONS IN MANGALORE(May 2015- till date)***

***Responsibilities:***

Serving at present as freelancer in recruitment and training in mangalore.

1. Understanding job description of a consultant or the client
2. working on the requirement stated by the consultant
3. sourcing right candidate and interviewing them
4. train the candidate for aptitude and voice and accent rounds

**EDUCATION:**

*KENDRIYA VIDYALAYA NO 1 PANAMBUR MANGALORE(2008)(certificate attached)*

INTERMEDIATE IN PCMB(PHYSICS, CHEMISTRY, MATHEMATICS, BIOLOGY) in the year 2008

**ACCOMPLISHMENTS:**

1) WON DISTRICT LEVEL ESSAY WRITING COMPETITION IN KASARAGOD IN THE YEAR 2009

2) SECURED A DIPLOMA IN C PROGRAMMING WITH DISTINCTION FROM MICE , MANGALORE, KARNATAKA(certificate attached)

3) PASSED THE IRDA LICENSE EXAMINATION FOR SECURING A FINANCIAL ADVISOR POSITION IN BARTHI AXA LIFE INSURANCE COMPANY

4) HANDS ON EXPERIENCE INTO DIGITAL MARKETING LIKE WEB DESIGNING , SEO , GOOGLE AND FACEBOOK ADS, PROMOTING BRAND.

**ADDITIONAL INFORMATION:**

NAME: VARSHA

DATE OF BIRTH: 11 APRIL 1990

GENDER : FEMALE

MARITAL STATUS: MARRIED

DEPENDENTS: 3( SPOUSE AND 2 KIDS)

LANGUAGES KNOWN: ENGLISH, HINDI, KANNADA, TAMIL , MALYALAM, TULU

NATIONALITY: INDIAN

​

**DECLARATION:**

I WOULD LIKE TO ACKNOWLEDGE THA T ALL THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND ALSO I WOULD LIKE TO GRAB AN OPPORTUNITY AND SET A GOAL FOR MYSELF WHERE I CAN BE INNOVATIVE AND ATTAIN A CHALLENGING POSITION BY EXCERSICING MY INTERPERSONAL AND PROFESSIONAL SKILLS TO THE FULLEST FOR THE GROWTH OF THE ORGANIZATION AND MINE AS WELL IN THIS INNOVATIVE AND COMPETITIVE WORLD.

 **Yours faithfully,**

 **Varsha**