**RESUME**

**ANNIE**

**E-mail**: [anni-389828@2freemail.com](mailto:anni-389828@2freemail.com)

**CAREER OBJECTIVE**

I am seeking a Challenging job that will utilize and further sharpen my skills and where I can express

my thoughts and ideas for the growth of the Company.

**ACHIEVEMENTS**

* Participated in Deccan Herald in Management Activities
* Won 2nd place in dance competition
* Participated in intercollegiate management fest
* Value added course in communication

**PROFESSIONAL EXPERIENCE:**

**RAAJ KHOSLA PVT LTD:**

**Started working as HR Executive from 12th August 2015 to31st December 2018**

**Receptionist cum HR Executive**

**Receptionist**

* Answering, screening & forwarding incoming phone calls.
* Receiving and sorting daily mails.
* Greet the welcome guest as soon as they arrive in the office.
* Ensure the receptionist area is tidy and presentable.
* Arrange travel & accommodation and prepare vouchers

[**Recruitment**](http://sutrahr.com/)

* Designing & implementing the overall strategies
* Sourcing & attracting candidates by using data base social media etc.
* Conducting interviews & filtering candidates for open position
* Perform job task analysis to document job requirements and objectives
* Prepare requirement materials and post jobs board/ newspaper/ colleges etc.
* Conducting interviews, screening & shortlisting candidates.

**Recruitment and staffing:**

* Undertake duties associated with the recruitment and selection of staff.
* Assisting in drafting, advertisement, and short –listing and interviewing teaching and non-teaching staff.
* Strong accomplished experience in direct recruiting
* Deep knowledge in all full lifecycle recruiting, sourcing, qualifying, networking, assessing, salary trends, relationship management, and due diligence
* Excellent project management, writing, and oral communication skills
* Ability to interface and maintain effective working relationships with individuals at all levels
* Ability to handle sensitive and confidential information appropriately
* Ability to handle multiple tasks in a fast paced HR environment
* Scheduling interviews

**Onboarding & Documentation process:**

* Conducting Orientation Programs
* Issuing offer letter.
* Introductory meeting with managers.
* Screening of educational marks card.
* Filing of PF, ESI of candidates.

**Audit Documentations:**

* Manually filing all the documents.
* Arranging according to bank requirements.
* Quality check of documents.
* Ensure and maintain company policies.
* Preparing for audit.
* Exit interview formalities.

**Started working in IBM Concentrix - Associate (6months)**

**Voice Process**

* Voice and Accent
* Process Training
* Sales of Credit cards and Loans
* Client Interactions {UK, US}

**ACADEMIC QUALIFICATIONS:**

* Bachelor of business management {2015}
* PUC { 2012}

**PERSONAL DETAILS**

Name : Annie

Date of birth : 17/08/1992

Gender : Female

Marital status : Married

Nationality : Indian

Languages know : English, Tamil, Kannada , Hindi, French

Status : Visit visa {Immediate Joining}