CURRICULUM VITAE

Priyanka.P.kumar

HR ASSISTANT

A HUMAN RESOURCE EXECUTIVE WITH EXPERIENCE IN PERFORMING

RECRUITMENT DUTIES IN HUMAN RESOURCE DEPARTMENT

CAREER OBJECTIVE:

To be an indispensable part of a value driven organization that provides ample growth opportunities and a continuous learning environment to enhance my career prospects while making optimum utilization of my [knowledge](http://hubpages.com/topics/education-and-science/home-schooling-and-life-experience-education/knowledge-and-wisdom/3862) and skills.

SKILLS PROFILE:

1. 2.1 Years of EXPERIENCE IN HUMAN RESOURCES DEPARTMENT
2. DEMONSTRATES FLEXibility and adaptability in daily work and to changing strategies procedures.
3. comprehensive knowledge of hr competencies & recruitment procedures.

core competencies:

1. detail consCious
2. good leadership skilss
3. effective communication skilss
4. ability to maintain inter-personal relations
5. confident
6. flexible in work
7. honest

EXPERIENCE:

worked as AN HR EXECUTIVE AT ATHENA COACHING INSTITUTE

(1ST JUNE 2014 - 31ST JULY 2016)

JOB RESPONSIBILITIES:

RECRUITMENT

1. coordination with technical panel and understanding their requirments, defining job positions.
2. RESOURCING, SCREENING, and short listing resumes through various job portals or else internal REFERENCE, head hunting.
3. short listing the resumes based on desired skills and experience.
4. advertising VACANCIES, screening and short listing resumes.
5. conducting telephone interviews.
6. encouraging employees to provide reference for better prospects.
7. arranging for technical interview and coordinating with the concerned person.
8. communicating employment status to the applied candidates.
9. maintaining and updating the database of the candidates.
10. doing background verification of the shotlisted candidates.
11. updating candidates about their visa status (applicable for candidates applied for overseas placement).
12. updating candidates about their ticket status.
13. FOLLOW UP CANDIADTES AFTER THE INTERVIEW TILL THERE JOINING.

INDUCTION AND ON-BOARDING

1. WHEN A PARTICULAR CANDIDATE IS FINALISED AND SELECTED , GIVINg HIM / HER THE OFFER LETTER AND GIVING DESCRIPTION ON THE POLICIES, PROCEDURES , AND CULTURE FOLLOWED BY THE COMPANY.
2. PROPERLY FILING RELEVENT DOCUMENTS OF THE NEW JOINEE AS REQUIRED.
3. INTRODUCING HIM/HER TO THE TEAM AND MANAGER.
4. EXPLAINING THE MODE OF COMMUNICATION.

ATTENDANCE AND LEAVE RECORDS

1. KEEPING A TRACK OF THE ATTENDANCE OF THE EMPLOYEES.
2. FILING LEAVE FORMS AND KEEPING A TRACK OF THE LEAVES TAKEN.
3. SEEING TO IT THERE IS NO MUCH ABSENTEEISM ON ANY GIVEN DAY.
4. SEEING TO IT THAT NO EMPLOYEE IS IRREGULAR AND IF THERE ARE SUCH PEOPLE, TAKING CORRECTIVE AND/ OR PREVENTIVE MEASURES.

WORKFORCE MANAGEMENT

1. HANDLING THE STAFF SO THAT PEOPLE ARE NOT DISSATISFIED WITH EACH OTHER.
2. SEE TO IT THAT THERE IS NO GROUPING NO DISSATISFIED PERSON.
3. OTHER EMPLOYEE RELATED ISSUES.

EDUCATIONAL CREDENTIALS:

1. PERSUING MASTER OF BUSINESS ADMINISTRATION (MBA) FROM AMITY UNIVERSITY(2016-2018)
2. bachelor of commerce with secondCLASS from p.g.d.a.v college delhi university (2012-2014)
3. TALLY ERP 9 COURSE (2014)
4. A.H.T.M COURSE FROM FRANKFINN INSTITUTE OF AIRHOSTESS TRAINING(2013)
5. HSC FROM C.B.S.E BOARD WITH FIRST CLASS from kerala education senior secondary school(2011-2012)
6. SSC FROM C.B.S.E BOARD WITH FIRST CLASS from kerala education senior secondary school (2009-2010)

COMPUTER SKILLS:

1. knowledge of ms word , ms excel , ms power point, MIS
2. tally erp 9.0
3. internet

AWARDS AND ACHIEVMENTS:

1. particiPatION in various cultural activites at school.
2. particiPAtion in youth festival in college.

PERSONAL DETAILS:

DATE OF BIRTH : 16 SEP 1993

RELIGION : HINDU

NATIONALITY : INDIAN

MARITIAL STATUS : UNMARRIED

LANGUAGE KNOWN : ENGLISH, HINDI, MALAYALAM AND TAMIL

**Job Seeker First Name / CV No: 1825830**

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