**RENI**



**HR Associate**

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# CAREER OBJECTIVE

To work with the maximum potential in a challenging and dynamic environment, with an opportunity of working with diverse group of people and enhancing my professional skills with learning and experience for career growth.`

# CORE COMPETENCIES

Pre - Screening

Short-listing candidates

HR policies and procedures Employee record management People-oriented and organized Talent assessments

# SKILLS

**WORK EXPERIENCE**

## Sutherland - Ernakulam, Kerala, India

HR Associate April, 2016 - August, 2017 Sutherland is a process transformation company which provides business process, customer engagement and digital transformation services. The company helps customers, across industries from financial services to healthcare, achieve greater agility through transformed and automated customer experience.

* Determining Applicant requirements by studying requisitions, job descriptions, job qualifications and questionnaires.
* Performing thorough initial searches through talent pools liked LinkedIn, Naukri, Indeed & Monster Job Portals (internal and external) to identify potential job matches.
* Performing preliminary screening of candidates & also conducting Face to Face Interviews (application, resume, Talent Online Assessment).
* Conducting preliminary phone screening to assess technical skill level as well as communication skills, location/schedule preferences, etc.
* Selecting and submitting qualified candidates according to client requirements.
* Building applicant sources by researching and contacting various associations, universities, media, job board candidates, internet sites, social net- working (Facebook, LinkedIn, Twitter). Search out valuable internet resources.
* Provide organization information, opportunities, and benefits.
* Managing walk-in interview drive in the office premise.
* Coordinated Admin related activities.
* Collaborate with recruiter keeping all parties informed about the progres- sion of recruitment for the roles.

•Tracking and maintaining all details of walk-in candidates on a daily basis.

* Provide analytical and well documented reports to the rest of the team.
* Handling large walk-ins and maintaining order in the front office to ensure smooth transition of recruitment process.
* Following up on the interview statuses of candidates and informing them of the same.

**HR Tools:** Peopleanswers, Surveymonkey, Peoplesoft, FurstPerson Assessment

**Computer Skills:** MS Excel 2010, MS Powerpoint, MS Word and MS Outlook 2010

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# ACADEMIC QUALIFICATIONS

Post Graduation MBA - HR and Marketing

St.Teresa’s Centre for Management and Business studies Mahatma Gandhi University, Ernakulam, Kerala, India

Graduation B.A English Literature

Catholicate college, Pathanamthitta, Kerala, India 2013 Graduate degree-Bachelor of Arts (English literature)

Higher Secondary : Sharjah Indian School, Sharjah, U.A.E 2010 CBSE Board

Senior Secondary : The Emirates National School, Sharjah, U.A.E 2008 CBSE Board

# KEY COMPETANCIES

Professional

* Resolving typical and common hiring problems.
* Handling all confidential information in a professional manner.
* Knowledge of specialist HR software and automated systems.
* Working in fast paced, high transaction volume environment.
* Ability to organise & prioritise workload within any setting.
* Knowledge of monitoring progress in a employees career.
* Completing all tasks in a timely, organised and professional manner.
* Maintaining all HR paperwork to ensure compliance with relevant legislation.

## PERSONAL PROFILE

Name: Reni

**Nationality:** Indian

**Date of Birth:** 14th September, 1992

**Languages known:** English, Malayalam and Hindi

**Hobbies & Interests:** Dance and Fitness

## Current Location: UAE

Personal

* Able to work closely with other professionals as part of a team.
* Strong influencing and communication skills.
* Ability to pick up new skills and knowledge quickly.
* Can function in a fast-paced environment.
* Comfortable with being the ‘go to’ person in a company.
* Thinking laterally to create options and solutions.
* Positive ‘can do’ attitude towards work.

# DECLARATION

I hereby declare that above mentioned details are true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

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