Top Skills

MS Word

MS Excel

Power point

Area of Interest

* HR Generalist
* HR Administrator
* Recruitment
* Training and development
* Labor relations

Personal Details

Date of Birth : 17-05-1994

Marital Status : Single.

Father Name : S. Anthony

Mother Name : A. Leena

Date of Birth : 17-05-1994

Personal Details Father Name : S. Anthony

Mother Name : A. Leena

Date of Birth : 17-05-1994

Marital Status : Unmarried.

Permanent Address: 2/238A, ThandhaiPeriyar Street, Manampoondi, Tirukovilur (Tk),

Villupuram (Dis)

Contact

priyaanthony175@gmail.com

[www.linkedin.com/in/priya-anthony-5a8a52124 (LinkedIn)](https://www.linkedin.com/in/priya-anthony-5a8a52124?jobid=1234&amp;lipi=urn%3Ali%3Apage%3Ad_jobs_easyapply_pdfgenresume%3BD%2F11Ebu%2BSlWbOJeH%2Fh9AJw%3D%3D&amp;licu=urn%3Ali%3Acontrol%3Ad_jobs_easyapply_pdfgenresume-v02_profile)

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* HR Generalist
* HR Administrator
* Labor relations

## **PRIYA A**

## **HR EXECUTVE**

## priya-391495@2freemail.com

**Objective**

Looking for a position in the HR Department of the reputed organization to build my carrier for learning new things and to deliver the best out of me so that I can add some value to the profitability of the organization.

**Summary**

Experienced Executive having B.E Plus MBA Background with good exposure inHR

**Educational Qualification**

## Sathyabama University

**MBA HR/Finance** (2016 - 2018) (Full Time)

CGPA: **8.7**

* S.A Engineering College ( Affiliated to Anna University)

**Electronics and Communication Engineering** (2012 – 2016)

CGPA: **8.32**

* H.S.C From SRV Girls higher secondary school in 2012

Percentage**: 89.25**

* SSLC From Vivekananda Vidyalaya Matric School in 2010

Percentage: **91.2**

**Personal Traits**

* Excellent communication skills
* Intention to complete work in time.
* Leadership qualities.
* Proper planning and organizing any activities
* Good in Event Management

**Professional Experience**

**Organization : Cooper Lybranth (P) Ltd., Chennai.**

 **Designation: Executive HR -Talent Acquisition**

 **Period of Work : June-2018 to May-2019**

**Roles & Responsibilities:**

***Administration.***

* Responsible for Attendance management in case of head is on leave or coming late
* Responsible for doing 5’S Audit (checking the workplace)
* Maintaining the database of the shortlisted candidates
* Issuing of offer letter to the selected candidate in case of contract role
* Maintaining weekly and monthly reports of the employee
* Maintaining of Inventory control

***Training and development:***

* Responsible for taking the training activities for the new joiners in the organization
* Explaining about the recruitment process, clear understanding of job description, and creation of reports
* Developing the knowledge to the existing employee about Industry mapping, how to do back ground verification
* Complete responsible for doing KSS AUDIT for all the employee

***Recruitment:***

* Sourcing the most suitable Candidate from various job portals like Naukri, LinkedIn, Head hunting, and Reference and also through various Job posting using hiring Platform.
* Creating Requisition, Sourcing, Screening, Interviewing, and Reference Checking, On-boarding.
* Responsible for hiring (Mass/Niche) from Executive/Engineer to top level executive.
* Expertise in Contract hiring.
* Developing a good understanding of client companies, their industries, what they do and their work culture and environment
* Preliminary Screening/ Shortlisting the candidates against the requirement.
* Conducting the initial screening through telephonic interview and interest on the role.
* Briefing the candidates about responsibilities, salary and benefits of the job
* Coordinating with the Client and arranging for technical interview and also against the profile feedbacks if it got rejected.
* Communicating the employment status to the applied candidates.
* Negotiating pay and salary rates and finalizing arrangements between clients and candidates.
* Following up with the candidate till joining and also after joining.
* Preparing daily track sheet and producing the weekly and monthly reports.
* Maintaining and updating the database of the candidates.

**INTERN EXPOSURE**

* Diamond Engineering (Chennai) Pvt. Ltd (3 month)- **A STUDY ON EMPLOYEE WELFARE MEASURES IN MANUFACTURING INUSTRY**
* Mepro Technology (India) Co. Pvt. Ltd (15 days)- **ORGANISATIONAL STRUCTURE**
* Lemuria Digital Marketing Pvt. Ltd, (1 Month)

**DECLERATION**

 I hereby declare that all the details furnished above are true to the best of my knowledge and I ensure that I will give my best if I get a job.

 PLACE:

DATE: [A.PRIYA] ![https://rdxfootmark.naukri.com/v2/track/openCv?trackingInfo=df7d57bf5a812414625735e45de1daf2134f530e18705c4458440321091b5b581208110515455c550c4356014b4450530401195c1333471b1b111249595800524c011503504e1c180c571833471b1b0419455c5c1543124a4b485d4637071f1b5b58170a10014042595858564d465d4507144359090f59431209175144410c595f5049100a1105035d4a1e500558191b120216455b5c0e524b101b5c6&docType=docx](data:None;base64...)