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**DHARICK**

**EMAIL:** [**dharick-399752@2freemail.com**](mailto:dharick-399752@2freemail.com)

Whatsapp No.: +971-504753686



**CAREER OBJECTIVE**

Seeking assignments in **Sales Management/Human Resource/Promotion Planning/Marketing/Business** **Analysis/Event Management role** with a reputed organisation



**PROFILE SUMMARY**

* **Over 1 years** of experience in End to End Non-IT Recruitment for Permanent and Contract positionsand Coordination
* Source and screen candidates from multiple Job portals and Scheduling interviews
* MBA graduate specialized in Business Administration under Anna University.
* Gathered a fair understanding performing Promotional Activities, Sales & Marketing, Media Events
* Profound knowledge in Media Management and its marketing Strategies



**SKILL SET**

* Managing customer centric operations & ensuring customer satisfaction by achieving delivery & service quality norms
* Implementing Sales promotional activities as a part of Brand building and market development effort
* An effective communicator with excellent relationship, Time & team management skills
* Adaptable and a quick learner with skills to work under pressure
* Strong analytical and organisational abilities and possess a flexible & detailed oriented attitude



**WORK EXPERIENCE**

**Associate Analyst in an Employment Agency in India (Sep’18 to Aug’19)**

**Job Responsibilities:**

* Involved in End to End Non-IT Recruitment for Permanent and Contract positions
* Source and screen candidates from different Job portals like Naukri, Monster, and Shine as per the requirements
* Scheduling interviews depending upon the interview modes
* Sourcing the right candidates as per the requirements /Job Descriptions Shared by the client
* Contribute Exceptional customer service on a regular basis
* Analyze User problems through discussions includes problem recognition, log research and provide resolution
* Sending Bulk E-mails and Job posting as per the job portals
* Following-up on each submitted candidate until the candidate is accepted or rejected
* Sending Daily report to the management



**Achievements: PROJECT**

* Successfully completed a project with title "A Study on Employee Morale and their outcomes" with reference to JOUVE INDIA Private Ltd (Feb’18-Apr’18 Chennai
* Internship in TATA AIA (American International Assurance) in Tirunelveli
* Successfully completed the internship in Mozanto Technologies for the Market Survey in Tirunelveli
* Project for taking survey of Social networks which affects the student’s day to day activities Successfully completed



**ACADEMIC DETAILS**

**2018** MBA in HR & Marketing from Francis Xavier Engineering College, Tirunelveli with CGPA of 6.5 (2016-2018)

**2016** BBA from Sadakathullah Appa College, Tirunelveli with CGPA of 6.4 (2013-2016)

**2013** HSC from Chennai Higher Secondary School, Virugambakkam with 66.42% (2013)

**2011** SSLC from Chennai Higher Secondary School, Virugambakkam with 59.2% (2011)



**IT SKILLS**

* Microsoft Office (Excel, Word, Power Point & Outlook)
* Windows XP, Vista ,7,8,10 and ERP Applications



**EXTRA CURRICULAR ACTIVITIES**

Actively took part in

1. Entrepreneurship Development Camp in Francis Xavier Engineering College at Tirunelveli
2. Ability to rapidly build relationship and setup trust
3. Ability to cope up with different situation



**PERSONAL DETAILS**

Date of Birth:

28th Aug, 1995

Visa Status:

Visit (Valid till Jan 25 2021)

Languages Known:

English, Tamil.