

AYONA JACOB

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CAREER OBJECTIVE

To obtain a challenging and responsible positioning in the area of Software Testing where I can utilize my skills and knowledge efficiently for the organizational growth..

PROFESSIONAL EXPERIENCE

- **TRUEJOBZ PLACEMENTS PVT LTD** Period of working: 10/04/2017 to PRESENT
Designation: Asst. HR MANAGER
Location: PERUMBAVOOR

Duties & Responsibilities:

- Answering incoming calls in a professional manner.
- Sourcing candidates C.V's from various job boards or other media sources.
- Arranging interviews and confirming interviews by email.

- **ARMSTECH ENGINEERS PVT LTD** Period of working: 1/06/2016 to 05/04/2017
Designation: HR-RECRUITER [Academic counselor].
Location: COCHIN

Duties & Responsibilities:

- Following standardized company procedures relating to all aspects of Office performance.
- Answering incoming calls in a professional manner.
- Updating databases with confidential and relevant information.
- Sourcing candidates C.V's from various job boards or other media sources.

- Arranging interviews and confirming interviews by email.
- Coordinating and communicating activities for the Office, including all employee events.
- Handle overall pre-recruitment procedures
- Applied sourcing methods to find the right candidates by leveraging different tools like internal database, job portals etc
- Schedule interview and collect necessary documents from selected candidates

➤ **EDUFLY STAFFING SOLUTION** Period of working: 01/06/2015 to 30/05/2016
 Designation:HR-RECRUITER
 Location: COIMBATORE

Duties & Responsibilities:

- Answering incoming calls in a professional manner.
- Sourcing candidates C.V's from various job boards or other media sources.
- Arranging interviews and confirming interviews by email.
- Identifying the candidates who all are interested in marketing and also the banking sector
- Identification of the candidates both fresher and experienced in private banking sector.
- Recruiting the candidates for all private sectors banks for CASA.
- Maintaining the communication with Branch manager who all are our clients.
- Identification of the requirement and placement of the right candidate for appropriate Banks.

EDUCATIONAL DETAILS

- MBA pursuing from Bharathiar university distance education (2017-2019)
- **BE** from ANNA University with 65 % (2011-2015)
- **HSC** from GHSS Perumbavoor with 67% (2011).

- **SSLC** from MAHS, Kodanad with 87% (2009).
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SKILLS

- Ability to work in a team with diverse backgrounds
 - Strong commitment to quality
 - Determination, dedication, and discipline
 - Willing to learn and adapt to new opportunities and challenges
 - Ability to convince others
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PERSONNEL DETAILS

Name of Father : JACOB M.P
Gender : Female
Date of birth : 06/11/1993
Marital Status : Single
Nationality : Indian
Languages Known : English, Malayalam, Tamil

DECLARATION

I hereby declare that the statements furnished in this resume are true and correct to the best of my knowledge and belief.

Place : Perumbavoor

Date : 24/05/2018

AYONA JACOB