

## **Ganga Pradeep**

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Current CTC: Rs 20,000/- per month

Expected CTC: 30 % of hike

Notice Period: One month

### **Career Objective**

Human Resources Management Professional seeks opportunities where experience in staffing, internal program development and management, employee relations and project management will enhance a company's overall strategic plan and direction.

### **Career Summary**

- A company oriented professional with experience in recruiting, staffing, and retrenching people possesses 3 years experience as HR assistant.
- Efficient in interviewing and assessing the people.
- Expert in recruiting the people, according to the company policy.
- Proficient in giving valuable decision and taking the feedback from the employees.
- Expert in taking the order from the seniors and giving the valuable suggestions.
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### **Key Responsibilities Handled**

- Analyzing the requirement of organization.
- Analyze the quality people and contact them through phone, Email.
- Recruit the people and perform various recruitment steps.
- Maintain the existing employees and take the feedback from them.
- Assist the accounts department for making the salaries of employees.
- Make the coordination with various departments.
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### **Computer knowledge**

- Expert in basic use of computer
- Internet savvy

### **Employers**

- Working as HR Assistant in Asset Homes Pvt Ltd from March 2015 to till date

## Academia

- Master Of Business Administration (HR) from Annamalai University pursuing
- Master of Social Work from Sree Sankaracharya University of Sanskrit
- B.A. English Literature from Kerala University

## Personal Details

**Languages Known-** Hindi, English, Malayalam

**Address-** Sreyas, CMC 4, Nedumbrakkadu, Cherthala P.O., Alappuzha.