

SUSHMITHA SAJAN

PHASE 1 A, SMS HABITAT

KADAVANTRA

KERALA, INDIA

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**CAREER OBJECTIVE**

Seeking a challenging position in an organization, where I can effectively utilize my knowledge and expertise to enhance my career and create a strong profile in Human Resource Management, and to become an asset for the company, through my pursuits for excellence.

EMPLOYMENT DETAILS

HAMEEDIYA HOLDING GROUP

H.O, Ernakulam, Cochin 35

HR Executive – 01 March 2017 – Present

Roles and responsibilities:

- Reviewing resumes, applications and sourcing resumes from the job portals,
- Conducting recruitment interviews and providing the required inputs during the hiring process,
- Working with recruitment agencies to source the candidates for specific job positions,
- Scheduling training and orientation programs,
- Communicating with the candidates and follow up them till the date of interview scheduled,
- Regular updating of communication channels,
- Preparing the offer letters and confirmation letters,
- Engaging with employees on a regular basis to understand the motivation level of people in the organization,
- Coordinating with consultants and candidates for scheduling appointments with the management team for sourcing,
- Conducting the first round of telephonic interview for the candidates to schedule interviews,
- Follow up the clients and updating the requirements.

AREAS OF INTEREST

- ❖ Screening CVs and scheduling interviews,
- ❖ Recruiting and sourcing candidates,
- ❖ Maintaining good relation with the employees and customers,
- ❖ Providing training and development
- ❖ Conducting induction programs; etc.

ACADEMIC QUALIFICATIONS

MBA (Human Resource) - 2015-2017

Mahatma Gandhi University

Mar Thoma School of Management Studies, Kakkanad, Ernakulam

Bachelor of Business Administration (B.B.A) - 2012-2015

University of Kerala

Sree Narayana Guru Memmorial Arts and Science College, Thuravoor, Alappuzha

ACADEMIC PROJECT

- ❖ Final Project(B.B.A) : RF EXPORTS PVT LTD, Eramallor,Alappuzha, on the topic “QUALITY OF WORK LIFE”
- ❖ Organization Study(M.B.A) : HINDUSTAN INSECTICIDES LTD (HIL), Eloor, Ernakulam

INTERNSHIP

Company - O/E/N India Limited, Mulanthuruthy, Kerala

Duration - 3 months

Topic – “THE EFFECTIVENESS OF WOMEN’S EMPOWERMENT AND ITS IMPACT ON JOB PERFORMANCE.”

ADDITIONAL COURSES

- Received training for MS Excel
- Course completed for Counseling
- Training received for Digital Marketing

ACADEMIC HIGHLIGHTS

- Member of the organizing committee of Fudicious (College Management Fest)
- Represented Mar Thoma School of Management Studies at Albertian Institute of Management Studies for the Management Fest.
- Represented Mar Thoma School of Management Studies at Rajagiri Centre for Business Studies for the Management Fest.

COMPUTER PROFICIENCY

- MS Excel
- MS Office
- PowerPoint and Internet web browsing.

LANGUAGES KNOWN

- English Malayalam

PERSONAL DETAILS

Date of Birth : 4th August 1994

Nationality : Indian

Gender : Female

Marital Status : Married

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

SUSHMITHA SAJAN