

# VRINDHA K PRASANTH

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## CAREER OBJECTIVE

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

## EXPERIENCE

- **ARJUN AGENCIES** *July 2017 - Till date*  
Recruiter Executive  
Recruitment and Scheduling Interviews

## EDUCATION

- **Bharath Mata College**  
BA English Literature  
80%  
2017
- **Kv Institute Of Management And Information Studies**  
MBA  
75% till 2nd semester  
2019

## TECHNICAL SKILLS

- Ms office
- Spss 16
- Tora
- Prezi

## PROJECTS

- **Foreign Market Entry And Growth** *June- July 2018*  
Completed summer project on the topic FOREIGN MARKET ENTRY AND GROWTH at KV Institute Of Management And Information Studies

## CERTIFICATE COURSE

- Diploma in Human Resources

## HR TRAINING PROGRAMMES

- IT Recruitment Process- JD preparation, Applicant Tracking System
- Excel Modeling for Business Data Analysis
- Hr Application Functionality- Boolean search, Linked-in, CV Review
- Personality Test- Myers- Briggs Personality Test
- Super Speciality Hr Training Program-Payroll, Salary Register, PMS, Income Tax Calculation

## **INTERESTS**

- Airlines
- MNC

## **EXTRA CURRICULAR ACTIVITIES**

- Skilled in Dance and Music
- Acted in short films
- Skilled in Mural painting

## **PERSONAL STRENGTHS**

Confident  
Self motivated  
Hard work  
Creative thinker  
Quick learner

## **PERSONAL PROFILE**

- Date of Birth : 29/04/1996
- Marital Status : Single
- Nationality : Indian
- Known Languages : English, Malayalam, Tamil, Hindi

## **DECLARATION**

I hereby declare that the above mentioned information and facts are true and correct up to the best of my knowledge and belief.

**VRINDHA K PRASANTH**