



# ARUN HARIKUMAR

**Address:**

ARUN NIVAS,  
EDAYARANMULA(W) P.O,  
PATHANAMTHITTA, PIN-689532

**Phone:**

+91 8921820974,  
+91 96058783609

**Email:**

arunhk95@gmail.com

## Summary

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A highly motivated **2 year of Experienced HR Recruiter** who is able to provide key support to the areas like Recruiting ,Sourcing ,Training etc to company managers. Possessing vast ranging Recruiting and problem solving experience essentially within HR management.

Having **1 year and 6 months experience** in the field of Restaurant working as **Administrator cum Supervisor** Managing the restaurant as whole and keen management monitory and Customer aspects.

## KEY SKILLS

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- Ability to Establish and maintain Relationships
- Strong decision maker
- Complex problem solver
- Innovative in assessing the qualities of people
- Innovative presentation
- Team Player

## Experience

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**HR Recruiter - 01/2018 to 03/2020**

**ID FRESH FOOD INDIA PVT LTD, BANGALORE**

- Manage the recruitment process.
- Create and evaluating job description
- Posting, sourcing, scrutiny of applications, screening interviewing and final selection.
- Develop candidate base through cold calling, referrals and recruiting.
- Designing, creating, and Scheduling presentations and Training Sessions.
- File all incoming documents relating to personal Data's upto date.

**Administrator cum Supervisor - 04/2020 to 10/2021**

**Tummy's Pot Slider Hut, KERALA, PATHANAMTHITTA**

- Coordinating office activities and operations to secure efficiency and compliance to company policies
  - Supervising administrative staff and dividing responsibilities to ensure performance
  - Keep stock of office supplies and place orders when necessary
  - Ensuring guest satisfaction.
  - Perform administrative task such as filing and documenting important data.
  - Follow and implementing the policies and procedure.
  - Keep records and secure necessary file.
  - Doing other task when the restaurant becomes busy, including busing and clearing the tables, running food, seating guests and working as a cashier.
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## Projects

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- Underwent a project on the topic “**Sexual Harassment at Workplace**” with reference to **HERITAGE FOODS PVT LTD BANGALORE** for duration of 3 months as part of the completion of Master of Business Administration
- Underwent a project on the topic “**Employee Motivation**” with reference to **PRABHU RAM MILLS KOTTA** for duration of 2 months as part of the completion of Bachelor of Business Administration

## Education

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- ✦ Master of Business Administration: **Human Resource and Marketing** (2015-2017)  
**Visvesvaraya Technological University, BANGALORE**
- ✦ Bachelor of Business Administration: **Human Resource and Marketing** (2012-2015)  
**M.G University, Kottayam**
- ✦ HSC: Computer Commerce (2010-2012)
- ✦ SSLC

## Languages

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- ⚙ Malayalam – Speak, Write, Read
- ⚙ English – Speak, Write, Read
- ⚙ Hindi – Speak, Write, Read

## Technical Skills

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- ⚙ Operating System : Windows XP, Windows 7,8,10
- ⚙ Tools : M.S Office , , HTML, TALLY, SQL.VISUAL BASIC
- ⚙ Emailing Tools : Gmail, Outlook , Yahoo, and Hotmail
- ⚙ Software : Tally, Photoshop, Chrome, Antivirus
- ⚙ Networking skills : Indeed, Naukri, LinkedIn, Facebook, Twitter and Instagram

## Personal Data

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- **Profile:** Male, 27
- **MARTIAL STATUS:** SINGLE
- **Date of Birth:** 27/02/1995
- **Nationality:** Indian
- **Passport no:** M9174024
- **Name of Father and Occupation:** HARIKUMAR V. N, Business
- **Interests and Hobbies:** Travelling, Chatting, Watching Movies, creative works