

Ganga Pradeep

Email ID: gangapradeep91@gmail.com

Contact No.: +91 7012207286

**Career Objective**

Human Resources Management Professional seeks opportunities where experience in Staffing, internal program development and management, employee relations and Project management to secure a challenging and rewarding position as HR executive and utilize the inherent talent of the incumbent to the maximum.

Career Summary

- A company oriented professional with experience in recruiting, staffing, and retrenching people possesses 3.5 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.

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.

Computer knowledge

- Expert in basic use of computer
- Internet savvy

Employers

- Worked as HR & Admin Assistant in Asset Homes Pvt Ltd from Mar 2015 to Sep 2018.
- Worked as Sr. Executive –HR & Administration in Jibu & Thomas Architects from Dec 2018 to Sep 2019.

Educational Qualification

- 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

Age & DOB : 28, 17/07/1991
Gender : Female
Religion : Hindu
Nationality : Indian
Marital Status : Married
Address : Sreyas, CMC 4, Nedumbrakkadu,
Cherthala P.O., Alappuzha -688524

Passport Details

Number : M2881282
Place of Issue : Cochin
Date of Issue : 14/10/2014
Date of Expiry : 13/10/2024

Languages known

- English
- Malayalam
- Hindi

Declaration

I do hereby declared that the above details regarding me are correct to my knowledge and believe.

Place : Cochin
Date :

Ganga Pradeep