



# Neethu Rajan

HR Recruiter



neethurajanad95@gmail.com



9188231119



Vattakuzhiyil House, kadavoor  
P.O, Ernakulam-686671,  
Kerala, India

## SKILLS

Tally ERP 9

MS Excel

Tradeasy

Peachtree

Monster

QuickBooks

## LANGUAGES

English

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

## INTERESTS

Painting

Reading

Cooking

## WORK EXPERIENCE

### HR Recruiter

#### Core Intertech Services Ltd

01/2022 - Present

Kochi, Kerala

##### Roles & Responsibilities

- Responsible for recruitment, Selection and shortlisting the candidates.
- Sourcing the candidates via the sourcing procedures like job portals, walk-ins, employee's references, followed by shortlisting of candidates.
- Conducting preliminary round of HR Interview to evaluate communication, interacting with the candidates, giving them a brief about the position and checking their position fitment and scheduling them for further round of interviews

### Financial Services Consultant

#### ICICI Prudential

09/2018 - 07/2020

Calicut, Kerala

##### Roles & Responsibilities

- Provide financial services to 10+ broking firms that have tie up with the company.
- Provide adequate training to 40+ staff members of broking firms in market linked investment plans including steps in how to customer service independently.

## CERTIFICATES

Indian and foreign accounting (06/2015 - 02/2016)

## PERSONAL PROJECTS

Customer satisfaction and preference with special reference to KITEX LTD  
(03/2016 - 05/2016)

## EDUCATION

### MBA in HR & Marketing

#### Vimal Jyoti Institute of Management and Research

06/2016 - 08/2018

Kannur, Kerala

### B.Com Computer Application

#### Devamatha Arts & Science College

05/2012 - 03/2015

Kannur, Kerala

## ACHIEVEMENTS

Conduct HR events in national management fest KARMANTHA 2K16 in Vimal Jyothy Institute of Management and Research

Participated in EQUINOX, the South Indian management fest by Don Bosco arts and Science College, Kannur University