



# VRINDA KESAV

Human Resource

## CONTACT



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## INTERESTS

- Cooking
- Music
- Travelling
- Badminton

## LANGUAGES

- English (8/10)
- Malayalam(9/10)
- Tamil (7/10)

## About Me

To be a renowned Human Resource Professional, being an outstanding performer by constant learning with discipline, hard work, innovation, confidence & dedication towards responsibilities.

I also thrive to utilize my skills, knowledge and attitude to face in a challenging and competitive environment effectively and competent way.

## Education

### ● **M.Sc Applied Psychology (Organisational Behaviour) – [2020]**

Women’s Christian College, Chennai.

Percentage acquired – 69%

### ● **B.Sc Psychology– [2018]**

MES College, Kerala.

Percentage acquired – 84%

## Internships

### **Workspot Applications,Chennai. (Nov – Dec 2020)**

- Contacting recruitment officers of various colleges and universities provide informative materials about the internship programs.
- Hosting online campus drive for graduating students along with the senior officials.
- Finding and engaging with recent graduates and talented students for internships and junior positions in the company.
- Report on recruiting metrics after every careers event, including number of candidates interviewed and hired.

### **Apollo Hospital, Chennai. (Jan –Feb 2020)**

- Sourcing profile from various online portal and organizing interviews with candidates and panel members
- Employee joining process and ID card preparation. documentation of data in the internal database.
- Employee engagement programs like founders day celebration, coordinating internal tour packages
- Providing support to the L&D team to organize training, collect training attendance sheet and conducting pre/post test for various training programs
- Maintaining and checking the canteen register for employee meal periods of the month.

### **Crowne Plaza, Chennai. (Nov –Dec 2019)**

- Provided support in campus recruitments by coordinating with the institutes PAN India.
- Plans and executes the “employee engagement” calendar along with the team.
- Organizes and executes fun and exciting colleague events like town hall, annual events
- Liaises and coordinates with new joiners to ensure they have received their new hire documentation and provide orientation information.
- Entry to exit formalities for Industrial exposure trainees, vocational trainees and apprenticeships.
- Attendance support, ODC payments and stipend process
- Provide assistance in all the areas of the Human Resources department & ensure to record employee data and furnish reports.

### **SPI Cinemas, Bangalore. (May –June 2019)**

- Reviewing resumes and applications.
- Responding to internal and external HR related inquiries or requests and provide assistance.
- Maintaining records of personnel-related data in both paper and the database and ensure all employment requirements are met.
- Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in short listing, issuing employment contracts etc.
- Schedule meetings, interviews, HR events etc. and maintain the team’s agenda.
- Assisting joining formalities for new hires- Including bank and PF account.
- Help in performing orientation, on boarding and update records with new hires.
- Liaise with other departments for conducting activities.

## **Achievements**

- Project on **A comparative study of Work Motivation among service sector employees.**
- **Research paper Published** in the India journal of psychological science – **Therapeutic guidelines from Bhagavad Gita on Karma Yoga.**
- **Preparing to Manage Human Resources** online course by University of Minnesota (July 2020).
- Research project on **“General Wellbeing and Self Esteem among Orphans and Non Orphans”.**
- **Conducted a training for TTC students** on adolescence students behavior
- **Conducted an awareness program** for government school children of class 7<sup>th</sup> and 8<sup>th</sup> on menstrual hygiene.
- Volunteered at **Youth Athlete Training Program** conducted by Special Olympics Bharat recognized by Ministry of Youth Affairs & Sports.