

BETSY DANIEL

Beersheba, Old Dana Mandi, Gurdaspur, Punjab. Or Faith Home,
Kokothamangalam, Nedumangad, Trivandrum.
betcdaniel03@gmail.com
7907044695



OBJECTIVE

I am looking for a challenging job with an organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

EXPERIENCE

Randstad India Pvt Ltd

April 2021 - Till date

TL Operations (HR)

HR : August 2021 - Till Date

- Hiring and retaining the talents for the organisation.
- Organising important events for the organisation.
- Helping resolve conflicts and other issues within the organisation.
- Conducting exit interviews.
- Overseeing the termination process of the employee.
- Remembering employee birthdays and important event dates.
- Attendance management.
- Facility management.
- Petty cash and stock handling.

Dip Executive: April 2021 - August 2021

- Backend operations.
- Appcheck the application.
- Conducting Verification.
- explaining the customer about the product.
- Product upselling.
- Data entry.
- Processing the file.

SKILLS

Tally ERP 9.1

Ms-Excel

V-Lookup

Pivot

REFERENCE

Kiran kurian - "Randstad India Pvt Ltd"

Operations Manager
kiran.kurian@randstad.co.in
+91 6238 867 032

Mrs. Sheetal Sadanandan - "Rootstock consulting"

Manager
sheethal2k@gmail.com

LANGUAGES

English

Malayalam

Hindi

Punjabi

INTERESTS

Singing

Listening Music

Art work

ACHIEVEMENTS & AWARDS

*Successfully organized a management fest on March 4th 2017 at Believers Church Caramel Engineering College.

*Successfully organized budget scan 2k17 at Believers Youth Center on 27th February 2017.

Rootstock consulting

October 2019 - July 2020

HR Executive

- Maintain working relationships with companies.
- Partnering with hiring managers to determine staffing needs.
- Screening resumes.
- Performing on call interview s with hiring managers.
- Coordinating interviews with hiring managers.
- Following up with hiring managers.

Oppo Electronics Kerala Pvt Ltd

December 2018 - September 2019

Showroom Manager

- Training the staff about the product.
- Reviewing the staff performance.
- Maintain safe and clean store environment.
- Purchase inventory for showroom
- Ensuring ediquate stock.
- Maintain quality service.
- Product management, including ordering, receiving, price change etc.

EDUCATION**APJ Abdul Kalam Technological University**

2018

Masters of Business Administration

7.1

Shanti Devi Arya Mahilla College

2016

Bachelors of Business Administration

69%

Golden Sen. Sec. School

2013

+2

59%

St. Mary's Sen. Sec. School

2010

10th

68%

*First Runner-up in Elocution Competition in youth fest for continuous three years during college.



