

To,
The HR Department

Sub: Application for the Position of HR Executive.

Dear Sir/Madam,

I hope your day has been going well so far! My name is Diya Roy. Today while going through the career site of your Organization, I came to know that there is a vacancy for an HR position in your organization. I am interested in the said position and hereby applying for the same..

I am enclosing here with my Resume for your kind information. I shall be happy to provide any further information and documents as may be required. I have been working as HR Executive from 02/02/2022 to Till date as my resume will highlight.

I would like to express my interest to join your esteemed organization. I consider myself very professional, committed to work and enthusiastic value performing my duties.

I would highly appreciate an opportunity to work in your organization as HR Executive. Kindly consider my application favourably for the position.

Thanking you

Your Faithfully

Diya Roy

DIYA ROY

North Paravur P O, Ernakulam

Kerala, India

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Email ID : diyaroyy1998@gmail.com**CAREER OBJECTIVE**

To pursue a job opportunity in a competitive environment to utilize my skills and abilities and achieve professional growth while being resourceful, innovative and flexible.

ACADEMIC QUALIFICATIONS

COURSE	SPECIALISATION/ SUBJECTS	UNIVERSITY/BOARD	NAME OF INSTITUTION	YEAR OF PASSING	PERCENTAGE
Master Of Human Resource Management (MHRM)	Human Resource (HR)	Mahatma Gandhi University (Kottayam)	De Paul Institute Of Science & Technology	2021	72%
B.com	Finance & Taxation	Mahatma Gandhi University (Kottayam)	SNGIST N.Paravur	2016 -2019	65%
Plus 2	Commerce CA	Board Of Higher Secondary Education	SMHSS, Cherai	2014 - 2016	68%
SSLC	General Subjects	Board Of Public Examination	SNV Sanskrit Higher Secondary School N.Paravur	2014	66%

WORK EXPERIENCE

- Working as Hr Executive at Kairali Management Services from 02/02/2022 to Till date.

ROLES AND RESPONSIBILITIES

- Review and analyze resumes and selecting the appropriate candidates suitable for the vacancies.
- Screen incoming resumes and application forms.
- Scour job search websites for potential recruits and contact those candidates personally.

- Advertise job openings on social media.
- Send job offer letters through mails.
- Interview potential candidates using company standard techniques.
- Introduce new hires to the company and walk them through the hiring and training process.
- Complete all new hire paperwork with candidates who meet the expectation of the job.

ADDITIONAL SKILLS

- Proven work experience as an HR Recruiter or similar role.
- Multitasking
- Microsoft office package (MS Word , MS Excel, MS Power point presentation)
- People management skill.
- Interpersonal skills.
- Communication skills.
- Time management skills.
- Decision making-skills.

TRAINING ATTENDED

- Workshop on Rural Entrepreneurship Business Plan Implementation.

PROJECT

- I have done a one day live certification program at KAMCO (KERALA AGRO MACHINERY CORPORATION LTD), Athani On the topic “ Training And Development” focused mainly on the Human Resource Department.
- I have done a 1 month project at Wipro Ltd ,Kochi on the topic “ Job Satisfaction Of Employees”.

INTERNSHIP

I have done an 1 month online internship on 2nd sem as part of the curriculam on the topic “ Hr Policies and Practices “At SIB Ltd, Thrissur ,Focused mainly on the Human Resource Department.

MEMBERSHIP

Member of Kerala Management Association (KMA)

PERSONAL DETAILS

Name : Diya Roy
Father's Name : Roy P.V
Gender : Female
Date of Birth : 06/07/1998
Marital Status : Single
Nationality : Indian
Languages Known : English , Malayalam

REFERENCE

BABU JOSEPH
(Branch Manager at Kairali Management Services)
Mob No: 9633388840