

ABHINAND BS

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To Hr manager

RE: HR Executive

Dear Hiring Manager,

In my pursuit of new creative endeavors, I was excited to find the HR Executive opportunity with Hospital Authority. As a progressive professional with recruiting experience, I believe that I can bring valuable contributions to your team.

Identifying innovative approaches and improved solutions to business challenges both motivate and drive me. Observation, inspiration, and determination are my foundation for success. My philosophy is that introducing fresh perspectives and new techniques allow businesses to evolve and grow. Similar to Hospital Authority, my goal is to remain on the cutting-edge of advancements.

Formerly in my HR Executive role, my successes have stemmed from essential skills, including talent management and resource planning. I have enhanced my teamwork abilities and cultivated a reputation as a major contributor through planning and decision-making. I am a collaborative team player who is always searching for opportunities to impart valuable insights. With these qualities, I am able to facilitate positive change and impacting outcomes.

You may notice a gap in my employment while reviewing my resume. During this period, I elected to take a leave from the workforce in order to go back to school. The time that I was able to commit to my education has been invaluable to my professional growth, and I am eager to re-enter the professional sphere and apply my newfound qualifications and knowledge to the job.

For a greater presentation of my background and qualifications, please review my attached resume. I am eager to speak with you and greatly appreciate your consideration.

Sincerely,

ABHINAND BS



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Ernakulam-Kerala, India 683104

LINKED IN

- www.linkedin.com/in/abhinand-bs-3161b21b5

Professional Summary

• HR EXECUTIVE

Accomplished Human Resources Executive proactive in meeting company issues head-on with a creative and innovative approach. Knowledgeable about changing industry and employment market demands. Expertise includes benefits administration, compensation structuring, and recruitment.

Skills

Staff Recruitment	Personnel Strategy
Relationship Building	Administrative Tasks
Human Resources Operations	Staffing Regulatory Compliance
Employee Compensation	Learning Management
Human Resources Team Leadership	Employee Retention
Performance Reviews	

Work History

06/2019 - 02/2022

HR EXECUTIVE

DIVINE CARE MULTI SPECIALITY HOSPITAL, BANGALORE, INDIA

- Formulated successful sourcing strategies for referral generation and placement
- Spearheaded innovative recruitment practices and mobilized management in targeted hiring that matched company needs.
- Maintaining client relationships, recruiting, selecting, and motivating them to achieve organizational goals
- Organizing training programs and departmental meetings
- Stimulated employee engagement, loyalty, and commitment to the values and culture of the company resulting in a 20% retention rate increase
- Implemented a behavioral-based performance management system to define expectations, standards, and key performance areas.
- We have achieved regulatory compliance with no adverse audit findings for facilities, documentation compliance, or safety.

04/2016 - 08/2017

CUSTOMER SERVICE EXECUTIVE

MUTHOOT FINCORP LTD

- Interacting people to fulfill their day-to-day financial needs Minimum 100 customers per day
- Handling Accounts, Office Operations, and clerical functions
- Provided company information and policies to customers upon inquiry and answered questions via phone, email, or online chat
- Assessed customer service trends and evaluated complaints to determine areas in need of enhancement
- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns

Education

04/2019 **Master of Business Administration, Human Resources Management, MADRAS UNIVERCITY, TAMIL NADU**

05/2017 **Master of Commerce, International Business Management, Annamalai University, Tamil Nadu**

04/2015 **Bachelor of Commerce, Taxation, KERALA UNIVERCITY, KERALA**





TECHNICAL/SOCIAL SKILLS

EXPERIENCE IN MS OFFICE (3years)
CERTIFICATE IN 2 D ANIMATION
NCC 'C' LEVAL CERTIFICATE -INDIAN ARMY

PASSPORT/VISA DETAILS

Passport number :-P 1806645
Issue date :- 21-12-2016
Passport expiry :- 20-12-2026
Place of issue :- TRIVANDRUM
Date of birth :- 23-12-1994

Languages

English  Advanced (C1)	Hindi  Advanced (C1)
Malayalam  Bilingual or Proficient (C2)	Tamil  Elementary (A2)