

# ABHINAND BS

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Ernakulam-Kerala, KL 695006 • 00919847167001 • abhinandbs94@gmail.com

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 new organization. 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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## LINKED IN

- [www.linkedin.com/in/abhinand-bs-3161b21b5](http://www.linkedin.com/in/abhinand-bs-3161b21b5)
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## 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.

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## 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

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## 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

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**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**

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**TECHNICAL/SOCIAL SKILLS**

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

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**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

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**Languages**

**English**

  
Advanced (C1)

**Malayalam**

  
Bilingual or Proficient (C2)

**Hindi**

  
Advanced (C1)

**Tamil**

  
Elementary (A2)