



# PARVATI .

Human Resource

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29 December, 1997

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I am a motivated post-graduate who is eager to contribute to team success through hard work, attention to detail, excellent organizational skills, a clear understanding of tasks, and human resource training. I am motivated to learn, grow, and excel in HRM. I am seeking a full-time position where I can apply my knowledge and skills for the betterment of the organization.

## EDUCATION

### MBA

Amrita School of Business ( Amrita University)

2018 - 2020

Kollam, Kerala

Courses

- CGPA - 7.14

### BBA

Amrita School of Arts & Sciences ( Amrita University)

2015 - 2018

Kochi, Kerala

Courses

- CGPA - 7.47

## TECHNICAL SKILLS

MS Office (Word, Excel, PowerPoint, Outlook)

## WORK EXPERIENCE

### IT Recruiter

Msys Technologies

04/2022 - Present

Bangalore, India

Roles & Responsibilities

- Handling end to end recruitment process.
- Sourcing the candidates from different job portals like Naukri, Monster & LinkedIn.
- Screening the candidates according to the skill set.
- Responsible for coordinating & scheduling interview process and getting feedback from the panel.
- Handling multiple requirement at a time & responsible deliver the best resources.

### HR Intern

Focus Edumatics Pvt Ltd.

02/2021 - 07/2021

Coimbatore, Tamil Nadu

Achievements/Tasks

- Worked on various modules of company projects.
- Assisted in hiring process including interviews, follow-ups and onboarding

## KEY COMPETENCIES

Strong communication

Interpersonal skill

Problem Solving

Leadership

Ability to adapt to new technology

Discretion

Time Management

## CO-CURRICULAR ACHIEVEMENTS

2nd position in biz games, handling the HR department of the team.

Was a part of organizing the MBA cultural fest called UDDARSHA at Amrita School of Business, Kerala

Was a part of Creativity team for the management fest called Anokha at Amrita school of Arts and Sciences, Kerala

## CERTIFICATES

CHRMP (Certified Human Resource Management Professional) (10/2021 - 10/2024)

Certificate in Hospital Administration from ISSD-Perusing

## LANGUAGES

English

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

Hindi

Professional Working Proficiency

Tamil

Professional Working Proficiency

## INTERESTS

Cooking

Dancing

Workout