



CURRICULUM VITAE

SREELAKSHMI.MP

Contact: 9778329215

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CAREER OBJECTIVE

Seeking a job to pursue where I can utilize my skills and knowledge efficiently for organizational growth.

WORK EXPERIENCE

IPCS Global Pvt Ltd

Nov 08, 2022- Till date

Role: HR Executive

Roles and Responsibilities:

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Filling manpower requirement of franchisees and providing induction training to new joining staffs in Both branches and franchisees
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Contributes to team effort by accomplishing related results as needed.

JOBSOMEGA, ERNAKULAM

August 01, 2022 – Oct 10, 2022

Role: HR Recruiter

Roles and Responsibilities:

- Call the candidates for their suitable posts and sent a Jobsomega.com website for free registration and do IQ Test, Aptitude test, video self introduction or audio resume.
- Call the candidates from previous job fair. Job description in Google drives and calls the candidates for suitable position and sent to the JD. Recruiting hot jobs and other jobs.
- Attend job fair. Update recruiter activity tracker i.e. pending tasks.
- Worked WhatsApp business for call recording, sources from the candidates and update eachday task list. Mask the resume to the lead recruiter and they email to the employer.

Daily updates score the candidates for their performance. Report daily in Google chat.

4LABS TECHNOLOGIES TRIVANDRUM TECHNOPARK

January 04, 2021 — May 06, 2022

Role: HR Generalist

Roles and Responsibilities:

- Understanding of sourcing, screening, scheduling interviews. Experience in sourcing from Naukri. Conducting phone interviews and sorting through applicants to fill open positions.
- Understanding the clients' requirements and screening the candidates as per the JD. Email to shortlisted candidates for JD. Ensure to get a feedback from the client regarding the candidates. Scheduling interviews and follow-ups with candidates till on boarding.
- Handle MS Excel, MS Word, MS PowerPoint, MS Teams, Microsoft 365, and Jira Cloud. JIRA software for recruitment using profile edit to clients.
- Responsible for joining formalities and prepare employment letters.
- Dealing with EPF Form -11 and GreytHR Portal. Dealing with mediclaim procedures and guiding employees on the same. Collects new employees' details and forwarded them to the set-up bank to open a salary account.
- Adding employee's current address in 'Amazon website' to electronic gadgets shipping.
- Attendance and leave Management using GreytHR. Payslip generates through GreytHR.
- Employees' performance appraisal email and review meeting with their reporting manager.
- Conducting Employee engagement activities in Microsoft Teams.
- Posting email for employee work anniversary and birthday and others.
- Responsible for exit formalities through GreyHR.

AHALYA EYE FOUNDATION HOSPITAL, PALAKKAD

April 01, 2016 — Oct 31, 2016

Role: Asst. Accountant

EDUCATIONAL QUALIFICATIONS

- DCA from Kerala State Rurtronix, Govt. of Kerala in May 2016.
- MBA (HR & Marketing) from GRG School of Management, Coimbatore in May 2015.
- BBM (Retail Management), PSGR Krishnammal College, Coimbatore in May 2013.
- HSC from Directorate of Higher Secondary Examinations, Kerala in March 2010.
- SSLC from LSN Convent, Ottappalam, Palakkad (Dst), Kerala in March 2008.

KEY PROJECTS

- Undergone Summer Internship Project at Grand Motors Palakkad as part of BBM(RM) Curriculum in 2013.
- Undergone Summer Internship Project at M/s. Instrumentation Ltd Kanjikode, Palakkad as part of MBA Curriculum during May-June 2014.

COMPUTER SKILLS

- **Desktop-based:** Windows XP Operating System, MS Word, MS Excel, MS PowerPoint, Microsoft 365, and Microsoft Teams.
- **DCA**
- **Web-Based:** Email & Internet.

TRAINING ATTENDED

- Recently completed Soft Skills Development / Computer Training conducted by Employability Centre, District Employment Exchange, Palakkad on 21-06-2022/25-06-2022.
- Job training in 'Salvin Info System' for 6 months course Koramangala, Bangalore in 2019.

ACHIEVEMENTS

- Personality Development Program, I secured Team spirit in 2013.
- Career Counseling Program - Secured active participation and completion of the Placement Training Program under Vertical Eye of the Sparkle in 2014.
- Bal Jyothi Scholarship Examination 2008, organized by NIIT- I secured 70%-79% Very Good in 2008.

CERTIFICATES

- Certificate in Yoga Instructor with Grade A from National Skill Development Corporation (NSDC) in 2019.
- Business English Certificate (BEC) in 2011.

LANGUAGES KNOWN

- English
- Malayalam
- Tamil
- Sanskrit

PERSONAL DOSSIER

Name Sreelakshmi. MP

Date of Birth: 4th Feb 1992

Current Address: AMBADI, Convent Road, Near Vettekkaran Temple, Ottappalam-1,
Palakkad Dist. Pin Code 679101

Nationality Indian

DECLARATION

I hereby declare that all the statements made above are true and correct to the best of my knowledge and belief.

Place:

Date: 29/11/2022

Sree1akshmi.MP