


CURRICULUM VITAE

APPLICATION FOR THE POST OF :HR /ADMIN OR FRONT OFFICE EXECUTIVE

Name as in passport:	PARVATI	
Address:	THANALHOUSE ,PULIYOOR.PO.CHENGANNUR, ALAPPUZHA(DIST) Kerala-689510	
Contact Number:	00917025464683	
Email:	parvati1997.thanal@gmail.com Parvati689510@gmail.com	

Educational Qualifications

SL NO	TITLE OF QUALIFICATION	NAME OF QUALIFICATION	NAME & PLACE OF UNIVERSITY/BOARD	YEAR OF PASSING
1	POST-GRADUATION	MBA -71.4% (HR/Marketing)	Amrita University .India	2020
2	DEGREE	BBA -74% (General)	Amrita University-India	2018
3	PLUS TWO	12 th -74%Govt HSS Budhanoor (Biology,Math)	Kerala Higher Secondary Education Board	2015
4	SSLC	SSLC-77% Kerala Education Board (science,Math)	Kerala Secondary Education Board	2013
5	CHRMP-Foundation Course	CHIMP-Certified Human Resources Management Professional	CHIMP-Bangalore (Institute)	Oct- 2021
6.	Certificate in Hospital Administration	Certificate in Hospital Administration -Grade A	International School of Skill Development-Koch	Jan-2023

Employment/Work Experience

SL NO	DURATION OF EMPLOYMENT		NAME & PLACE OF ORGANIZATION	DESIGNATION
	FROM (DD/MM/YYYY)	TO (DD/MM/YYYY)		
1.	22 April 2022	06 Dec 20220	MSys Technologies- Bangalore	IT Recruiter
2.	22 Jan 2021	31 Jul 2021	Focus Edu Matic PVT LTD -Coimbatore	HR Internship

SL NO	DESIGNATION	ROLE AND RESPONSIBILITIES
1.	IT Recruiter	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 interviews process and getting feedback from the panel. Handling multiple requirements at a time & responsible deliver the best resources.
2.	HR Internship	Worked on various modules of company projects. Actively involved in recruitment by preparing job descriptions, and assisting hiring process.

		Maintaining employees records-attendance and personnel files .Conduct orientation sessions for new hires. Deal with grievances and implement disciplinary procedures. Create a good rapport with various recruiters.Assisting the account department in invoicing.
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3.	Language Proficiency	English - Proficient - Read, write. Speak Malayalam -Profocient Native Language Hindi- Can Read, write, Speaking -Beginner Tamil- Can speak and understand
4.	SKILL	Computer proficiency MS Office (Word, Excel, PowerPoint, Outlook) Strong verbal and written communication, Interpersonal skill, Problem solving, Leadership, ability to adopt new technologies, Discretion, Time Management,Attention to details, High level of accuracy

Personal details

Aadhaar Number:	493112704631		
Date of birth:	29-DEC-1997	Gender :	Female
Marital status (Married/Single)	Single	Religion:	Hindu
Passport Details			
Passport No:	T-1825521	Date of Issue:	26 Dec 2018
Place of Issue:	Kochi Kerala	Date of Expiry:	25 Dec 2028

Declaration

I hereby declare that the information given in this document is true and correct.

DATE: April 2023

NAME: PARVATI