

## Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

## Experience

- **Airvin Skills Training and Consulting Pvt Ltd, Bangalore** 2023 March 20 - 2023 May 20  
Associate Consultant
  - Determining staffing needs
  - Creating a recruitment strategy
  - Screening resumes
  - Performing interviews
  - Coordinating interviews
  - Conducting company assessments
  - Finding the best candidates
  - Challenging biases.
- **Appollo Hospital Bannerghatta, Bangalore** 2022 November - 2023 January  
HR Trainee
  - File management
  - Employee onboarding system
  - Employee E Adhar verification
  - Handling Employee quarries
  - Employees UAN creation and PF Activation
  - Coordination of Training and Development Programme
  - Office Administration Works
- **Stuff deal HR Pvt Ltd Edappal, Kerala** 2019 March 16 - 2020 August 20  
Placement Officer
  - Interacting with client Companies and understanding the requirements
  - Provide counseling to the candidates regarding the rules and procedures of the placement
  - Registration process of Candidates and verify the Certificates
  - Providing complete, accurate and inspiring information to the candidates about the company and position
  - Coordinating the candidates and conducting Basic interview for short listing
  - Scheduling and coordinating direct interviews with Company
  - Confirmation of Placement from Companies and Candidates after the company select the candidate
  - Assist with new HR Projects and Programmes
  - Performe other duties as assigned to support the HR team
  - Create and Maintenance of Personal files and Documents of Candidates
  - Coordinate monthly meetings and training programmes
  - Prepare Agenda and Minutes

## Education

- **School of Management Studies Thrissure, under Calicut University** 2020-2022  
MBA in HR and Finance  
B
- **Lement College of Advanced Studies Mele Pattambi, under Calicut University** 2017-2019

B.com Finance  
First class

- **G-Tech Computer Education** 2018  
Diploma in Indian and Foreign Accounting  
First class
- **Dr.K.B. Menon Memorial Higher secondary school Thrithala** 2016  
Humanities  
First class
- **Dr.K.B. Menon Memorial Higher Secondary School Thrithala** 2014  
SSLC  
First class

## Skills

Strong work ethics, Professionalism, Administrative skill, Coordinating skill, Team work Quick Learner

## Projects

- **Grievance Handling Mechanism of Gemplast Pvt Ltd Kannur**  
The project successfully completed with the conclusion that the Gemplast Company have a good corporative Grievance Handling Mechanism
- **Influences and Impact of Television Advertisement**  
The project successfully completed with the conclusion that Television advertisement highly influencing in personal choices and their preferences.

## Reference

- **Krishnanand R - Apollo Hospital Bannerghatta, Bangalore**  
Human Resource  
krishnanand\_r@apollohospitals.com  
9633558806
- **Shaju Vijayan - Stuff Deal HR Pvt Ltd Edappal, Kerala**  
Manager  
mail2stuffdeal@gmail.com  
9037363504