



Sneha Pradeep

HR EXECUTIVE

Personal Profile

Sreedeeepam (H), Vallyalinchuvadu, Kuttanadan P O
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India
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snehapradeep97@gmail.com

NATIONALITY

Indian

Links

Linked In

Skills

Communication Skills

Customer Service

Microsoft Office

Fast Learner

Ability to work in a team

Ability to Multitask

Effective Time Management

Team leadership

Hobbies

Social media, driving, listening to music, cooking, travel

Languages

English

Malayalam

Tamil

Hindi

Professional Summary

- Hardworking College Student seeking employment, Bringing forth a motivated attitude and a variety of powerful skills, Adept in various social media platforms and office technology programs. Committed to utilizing my skills to further the mission of a company.
- Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.

Employment History

Tourist Information Assistant , Department of Tourism, Govt. Of Kerala, Ernakulam

01/2022 - 01/2023

- Coordinated transportation, accommodations and itineraries for domestic and international clients based on their needs, budgets, and expectations.
- Worked closely with clients to build a rapport that helped in proving customer satisfactions
- Planned and coordinated travel arrangements for various individuals and groups, ensuring that the client's requirements were fully met.
- Displayed professionalism and excellent industry knowledge, maintain client documents and files, and executed various clerical tasks.
- Given appropriate informations about the tourist destinations in and around the city and the state for foreigners as well as the locals on their demand.

HR Executive, Global Corporate HR and Education Solutions, Kottayam

10/2019 - 04/2020

- Helped in the recruitment process by shortlisting the best candidates and helped them to create a comfortable environment where they can raise issues and receive help.
- Worked with senior management to create HR policies and procedures and developed orientation, training and incentive programs.
- Arranged and conducted interviews for the candidates on a monthly basis.
- Maintained documents and files of the candidates and helped them to get hired according to their qualifications and skills.

Education

MBA with Human Resources, Maharajas College, Kottayam (Annamalai University), Kottayam

05/2020 - 05/2022

Graduated with First Class

Bachelor of Tourism Studies, Devaswom Board College, Keezhoor(Mahatma Gandhi University), Kottayam

04/2016 - 04/2019

Graduated with First Class

Courses

Tourism &Travel trainee, Avion Aviation Academy

02/2017 - 03/2017

References

Jositha Jacob from Department of Tourism, Govt. Of Kerala

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Sathyajith Shankar from Department of Tourism, Govt. Of Kerala

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