

Neethu B Chand

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Trivandrum, Kerala

HUMAN RESOURCES

Highly motivated and results-oriented HR recruiter with three years of experience in identifying, attracting, and securing top talent. Seeking a challenging recruitment role to utilize my expertise in sourcing, interviewing, and onboarding exceptional candidates for organizational success. Commitment in going beyond & providing outstanding support to employees throughout their careers.

CORE COMPETENCIES

Recruitment
Employee Engagement
Communication

Adaptability
Interpersonal skills
Analytics & Reporting

MS Excel
MS Powerpoint
MS Word

PROFESSIONAL EXPERIENCE

Grootan Technologies
HR Executive

Jan 2022 - Present

- Successfully recruited and hired top talent by sourcing & screening candidates across various departments using social media, job boards.
- Utilized a range of sourcing techniques, including job boards, social media & networking to build a strong talent pipeline.
- Conducted in-depth interview & assessments to evaluate candidate's qualifications & cultural fit.
- Developed & maintained relationships with hiring managers to better understand their needs & preferences.
- Participated in career fairs to enhance the company's employer brand.
- Conduct one-on-one interaction with employees to gather insights to enhance employee satisfaction.
- Managed employee welfare, including facilitating the transfer of funds for food expenses.
- Managed the transfer of food allowances for a team of 90+ employees on monthly basis, ensuring a seamless and error-free process.
- Coordinated with Finance department to execute timely and compliant transactions.

Muthoot FinCorp Ltd
HR Trainee

Oct 2020 - Dec 2021

- Managed full – cycle recruitment for a diverse range of positions, including technical, managerial, and administrative roles.
- Conducted initial candidate screenings and interviews, assessing qualifications and cultural fit.
- Maintained accurate applicant tracking records.
- Assisted in the development and implementation of recruitment strategies and best practices.
- Collaborated with recruiters to schedule interviews, coordinate candidate assessments, and manage communication between candidates and hiring managers.
- Facilitated the onboarding process by coordinating reference checks, and new hire paperwork.
- Assisted in drafting job descriptions and posting openings on relevant platforms to attract qualified candidates.

- Ensured timely and accurate updates to PF and ESI records, contributing to improved compliance and audit outcomes.
- Update and maintain accurate employee details in the ESI and PF portals.
- Streamline the process of updating employee information, reducing errors and discrepancies.
- Updated employee details for a workforce of 1000+, ensuring 100% compliance with ESI and PF eligibility criteria.
- Provided integral support to the Talent Acquisition team in various recruitment processes.
- Supported the onboarding process by facilitating new hire orientations and assisting with paperwork.
- Conducted regular follow – ups with candidates and hiring managers to ensure a positive candidate experience.

New Opportunity Consultancy Pvt Ltd

May 2016 - Oct 2019

Back Office Executive

- Implemented a streamlined process for transferring amounts to ensure timely and accurate disbursements of loan amount.
- Collaborated with the Finance team to track and reconcile loan amount related transactions.
- Managed the process of updating bank account details for eligible members to facilitate the smooth disbursement of loan amounts.
- Updated bank account details for over 100 eligible customers daily, ensuring a 100% accuracy rate in loan disbursements.
- Coordinated with members to collect and verify accurate bank information, ensuring compliance with regulatory requirements.
- Successfully verified the accuracy of bank details and promptly addressed any discrepancies.
- Collaborated with members and internal teams to validate and secure bank information for compliance purposes.

PROFESSIONAL DEVELOPMENT

CONTINUOUS LEARNING - UDEMY

Employee Engagement

- Employee Engagement & Retention
- Improve People Management & Build Employee Engagement
- Green Jujitsu: Smart Employee Engagement for Sustainability
- Motivation & Employee Engagement, a Research based guide!
- Conscious Business: Building Collaborative & Engaged Teams

Employee Onboarding

- The Ultimate Guide to Employee Onboarding
- Employee Onboarding Crash – Course | An intro To Onboarding
- Onboarding New Employees : Increase retention & performance

EDUCATION

Post Graduate Diploma in Human Resources Management

- Indira Gandhi National Open University
- 2021 - 2023

Bachelor of Computer Science

- Kerala University
- 2012 - 2015