

Roshni R

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Kochi-kerala

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately

PROFESSIONAL SUMMARY

- An MBA graduate in HR and Finance with 1+ years of experience in the field of HR Recruitment and Administration. Successfully hired talented professionals for the organization as an HR Recruiter. Possesses skills in talent acquisition, Training and HR Administration.

PERSONAL DETAILS

- Marital Status : Single
- Nationality : Indian

EDUCATION

- | | |
|------|--|
| 2020 | <ul style="list-style-type: none">• Master Of Business Administration(HR & Finance)
Institute of Management and Technology |
| 2017 | <ul style="list-style-type: none">• Bachelor Of Arts (English Language and Literature)
St. Joseph college for Women |
| 2014 | <ul style="list-style-type: none">• Higher Secondary
Government Higher Secondary School• S.S.L.C
St. Mary's Girls High School |

EXPERIENCE

- | | |
|---|---|
| - | <ul style="list-style-type: none">• Placement Coordinator-Student Recruiter
ISSD
Source suitable students from the database based on job requirements.

Provide training and interview preparation for shortlisted students before interviews.

Assist them until onboarding.

Manage the database of students regularly |
| - | <ul style="list-style-type: none">• Senior HR Recruiter
Voltech Hr Services

Handling end to end recruitment process.

Working with Gulf country clients(Saudi Arabia, Kuwait, Qatar, Oman, Dubai and Bahrain) |

Understanding the job description and identify the clients requirement.

Source potential candidates from different job portals like Naukari, LinkedIn, and other platforms.

Interaction with the candidate through call and sharing all the company details to the candidates via mail.

Maintaining of candidate's details in record like Total experience, current and expected ctc, current company details and notice period.

Sharing all the candidate details to the client through mails.

Getting shortlisting from clients.

Conducting interviews in walk-in drives and in weekdays.

After the selection need to shared documentation mails and negotiation on CTC and Notice Period.

Helping the client and maintaining the good relationship with client and candidates till the position get close.

And keep track of the candidates till they get on board.

July
2022 -
May
2023

- **HR Recruiter**
Bramma Learning Solutions Pvt Ltd

Conducted end-to-end recruitment for open positions, including sourcing, screening, scheduling interviews, and extending offers.

Successfully hired talented professionals for various roles in the organization.

Developed job descriptions and job postings to attract qualified candidates.

Coordinated with hiring managers to understand their needs and requirements.

Conducted preliminary interviews and coordinated with hiring managers for further interviews.

Negotiated salary and benefits packages with selected candidates.

SKILLS

Sourcing, Screening,
Administration, Counselling, Sales

80%



PROJECTS

- **Antecedents and Consequences of Training and Development at 'Hedge School Of Applied Economics'**

Conducted research on the antecedent and consequence of training and development

The objectives of the study is about the Training and Development of 'Hedge School

of Applied Economics' and to assess the effectiveness of training and development and to identify whether employees need further training.

Analyzed data and presented findings to the project team.

Developed recommendations for future training and development programs.

Assisted in the implementation of a new training program for the organization

INTERESTS

- Writing, Music, Movies

ACTIVITIES

- Participated in Webinar "Lessons from Covid 19; Game Changing Strategies, conducted by PES University.
- Co-ordinated All Kerala Management Fest VIDARAN 2K20.
- Participated in Webinar " Finance and Financial Modelling by Equigenius.

INDUSTRIAL EXPOSURE

- Did one month Internship at KERALA STATE COIR-MARKETING FEDERATION(COIRFED)
- Talent Acquisition Executive at Shiash Info Solutions Pvt Ltd

CERTIFICATIONS

- Certification in Fundamental Of Digital Marketing (Google)

Introduction to Finance

Digital Marketing

Human Resource Management Concepts by Gregg Learning