

# SRUTHY S

Nadam Ezhukone P O Kollam,Kerala 691505

6238124710 | sruthysreeja94@gmail.com

[in linkedin.com/in/sruthys1994](https://www.linkedin.com/in/sruthys1994)



## OBJECTIVE

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

## EXPERIENCE

### Inmakes Infotech Pvt Ltd

2023 June - Currently working

HR Intern

Source potential candidates through various channels.  
Manage end to end recruitment process including posting job opening,reviewing applications,conducting background check.  
Provide timely update to hiring managers and ensure effective communication throughout the recruitment process.  
Assist with onboarding for new hire.

### Futuremug

2022 Dec - 2023 Jan

HR Intern

Have basic skills in how to post job ads in different job platforms,screen application,schedule interviews,conduct initial round of interview for various job positions.

## EDUCATION

### University Institute of Management Punalur

2021

MBA

### College of Applied Science Kundara

2015

B.Com

## ADDITIONAL DETAILS

Date of birth : 04/05/1994

Gender : Female

Marital Status: Single

## DECLARATION

## SKILLS

Time Management



Confidentiality



Decision Making



Communication



MS Office



Teaching



## LANGUAGES

Malayalam

English

## ACHIEVEMENTS & AWARDS

Participated in the National Level Seminars conducted in College.  
Participated in Management fest and Flood relief Programme.

I hereby declare that above details are true and correct to the best of my

Place : Ezhukone

Sruthy S