



AMRITHA AJAYAN

CONTACTS

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SKILLS

- Applicant Tracking Systems (ATS)
- Resume Screening and Evaluation
- Recruitment and Staffing
- Employee Relation
- Training and Development
- Talent Management and Succession Planning
- Project Management
- Compliance and legal Knowledge
- Data Analysis and Reporting
- Compensation and Salary Negotiation
- Employee Engagement and Retention Strategies

SOFT SKILLS

- Strategic Planning
- Adaptability and Flexibility
- Project Management
- Team Leading
- Interpersonal Skills
- Critical Thinking
- Effective Communication
- Problem Solving
- Time Management

ACHIEVEMENTS

- Member of IEEE Kochi hub.
- AKSC volunteer
- Publicity coordinator of Exe.com in IEEE student branch in SCET, Kodakara
- Participated in Idea Fest Conducted in SCET, Kodakara

PROFILE SUMMARY

I am Amritha Ajayan, a dynamic professional with a diverse background encompassing HR and Biomedical Engineering. My expertise lies in the comprehensive recruitment of professionals across various industries, ranging from IT and healthcare to white-collar job roles. I am recognized for my proficiency in talent acquisition, demonstrated by a history of successful placements and effective team management. My core strengths include strategic thinking, excellent communication, and strong leadership abilities. I am deeply committed to maintaining high standards of quality and continuous self-improvement

EXPERIENCE

SENIOR HR RECRUITER | HR INTERNATIONAL

HEALTHCARE RECRUITER | COCHIN, KERALA, INDIA

11/2022 – 10/2023

- Ministry-approved consultancy with over 1000+ licenses, specializing in a wide spectrum of recruitments.
- Expertise in managing end-to-end recruitment processes for various industries, including Healthcare (Nurses, Doctors) White collars job professional, IT and Blue collars.
- Efficiently source, screen, and shortlist profiles from diverse channels like job portals and referrals for both Healthcare and Non-Healthcare sectors
- Maintain regular follow-ups with selected candidates until they successfully join the organization.
- Provide valuable feedback to management regarding applicant details.
- Compile statistical reports on hiring practices and selection data.
- Collaborate with HR supervisors to streamline the hiring process, including online job postings and candidate interview scheduling. Coordinating the online and offline client interviews
- Successfully deployed 50+candidates to Saudi Arabia.
- Attending daily meetings

MAJOR CLIENTS

MOH SAUDI ARABIA | AL-MOOSA HOSPITAL, SAUDI ARABIA | MAWARID HOLDING COMPANY, SAUDI ARABIA | AL-SALAM HOSPITAL, SAUDI ARABIA | ZAHARAN HOLDING COMPANY, SAUDI ARABIA | MEHAN HOLDING COMPANY, SAUDI ARABIA | SAFARI GROUP OF COMPANIES | NADEC, SAUDI ARABIA | NAFCO, DUBAI | TIM HOR TONS, SAUDI ARABIA

HR EXECUTIVE | RECRUITER | YORK RECRUITMENT & HEALTHCARE

COCHIN, KERALA, INDIA

12/2020 – 11/2022

- Effectively manage and supervise a team of employees, ensuring productivity and adherence to company policies and procedures.
- Provide guidance, support, and mentorship to team members to foster professional growth and development.
- Effectively manage a team of at least 10 members by establishing a transparent salary structure, conducting salary benchmarking, evaluating performance, and implementing a rewards and recognition program to ensure fair and motivating compensation..
- Monitor and maintain accurate records of employee attendance, including leave, time-off, and overtime, using appropriate software or systems.
- Sourced and screened candidates through digital platforms (email, Facebook, Instagram).
- Built pipeline of qualified candidates for current and future job openings.
- Reviewed resumes and applications to identify top talent.
- Serve as a point of contact for employees to address their concerns or grievances, ensuring a fair and unbiased resolution process.
- Conduct investigations into employee complaints, maintain confidentiality, and provide appropriate solutions or recommendations to management.
- Scheduled and coordinated interviews between candidates and hiring managers.
- Identify training needs within the organization and develop training programs to enhance employee skills and knowledge.
- Facilitated smooth interview process and timely feedback to candidates.
- Managed candidate databases and ATS..
- Collaborate with hiring managers to understand their staffing needs and develop effective sourcing strategies to attract qualified candidates.
- Screen resumes, conduct interviews, and assess candidates' suitability for specific roles within the organization.
- Successfully deployed over 100 candidates into diverse roles across Saudi Arabia.

- Tested and optimized medical equipment for quality and safety.
- Assisted in equipment procurement, ensuring cost-effective choices.
- Provided technical support, minimizing equipment downtime.
- Managed the central gas supply system for efficiency and safety.
- Maintained critical care equipment to ensure proper function.
- Maintained organized records and prepared comprehensive reports.

CERTIFICATIONS & TRAININGS

- Successfully completed the GE-SAHRDAYA Advanced Medical Engineering Program (GE Healthcare) in 2017, gaining practical skills on 25 medical equipment.
- Gained hands-on experience with 25 medical equipment at Niranjana Ultrasound, Kozhikode, in 2017.
- Attended in-house training on MATLAB and Image Processing at Laxmi Infotek, Ernakulam, in 2017.
- Completed a short-term internship at Ahalia Foundation Hospital, Palakkad, Thrissur, in 2016.
- Participated in a 3-day internship program at West Fort Hospital, Thrissur, in 2015.
- Attended a workshop on "Enabling Technologies for Healthcare" organized by IEEE at Rajagiri School of Engineering And Technology, Ernakulam.
- Participated in a 2-day workshop on FAPXL conducted by the startup mission at Sahrdaya College of Engineering and Technology, Kodakara, Thrissur.
- Attended a 1-day workshop on "Engineering Principles and Application of MRI" at Sree Chitra Tirunal Institute for Medical Science and Technology, Trivandrum.
- Participated in a 1-day career-building workshop conducted by Niranjana Ultrasound India Pvt. Ltd at Regional Science Centre, Calicut, in 2017.

EDUCATION

MBA (HUMAN RESOURCE MANAGEMENT)

SAKHTAN THAMBURAN COLLEGE, THRISSUR (AFFILIATED TO BHARATIYAR UNIVERSITY)

YEAR OF PASSING – 2022

B. TECH - BIOMEDICAL ENGINEERING

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA

YEAR OF PASSING -2018

HSC (BIOLOGY, MATHS)

SACRED HEART HIGHER SECONDARY SCHOOL, THRISSUR

YEAR OF PASSING -2014

ACADEMIC PROJECTS

- Water treadmill for the rehabilitation of patients with neuromuscular disorder and organ transplanted Helping aid for blind A hearing assistance for bed ridden
- Helping aid for blind
- A hearing assistance for bed ridden

INDUSTRIAL VISITS

- National Centre for Biological science, Bangalore on 20th Oct 2017.
- Zephyr Bio medicals, Goa on 17th Oct, 2017.
- CIMAR Hospital, Edappal and KELTRON, Calicut on 5th Oct 2017.
- MOSC Medical College, Kollenchery on 15th Oct 2015.

REFERENCES

- Prof. Jibin Jose, IEDC nodal officer, Sahrdaya College of Engineering and Technology, Kodakara. Contact : 9946983296
- Mr. Kuriachan, HOD- Biomedical Department, Welcare Hospital, Vytilla. Contact : 9947510011
- Ubaidullah, HR Assistant at HR International Cochin.Contact :9074054298

PERSONAL INFO

- **Father’s Name:** Ajayan P.R
- **Nationality:** Indian
- **Marital Status:** Married
- **Husband’s Name:** Reeshi Dev
- **Languages Known:** English, Malayalam, Hindi
- **Passport No:** R9592383
- **Date of Issue:** 15.02.2018
- **Date of Expiry:** 14.02.2028
- **Date of Birth:** 28th June 1996

DECLARATION

I hereby declare that all the information provided by me is true to the best of my knowledge and belief.