

## CARRICULUM VITATE

**PARVATI**

THANAL HOUSE

Puliyoor PO, Chengannur

Alappuzha (DIST)Kerala 689510

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### =====

#### Experience

**DATES FROM –13 APRIL 2022 - 06 DEC 2022**

**JOB TITLE- IT RECRUITER - COMPANY-MSYS TECHNOLOGIES, BANGLORE (INDIA)**

**Roles & Responsibilities** :-Handling end to end recruitment process. Sourcing the candidates from different job portals like Naukri, Monster & LinkedIn. Screening the candidates according to the skill set. Responsible for coordinating & scheduling interviews process and getting feedback from the panel. Handling multiple requirements at a time & responsible deliver the best resources.

**DATES FROM –22 JAN 2021 TO 31 JUL 2021**

**JOB TITLE-HR INTERN – Company-FOCUS EDUMATICS PVT LTD. Coimbatore (TAMILNADU, India)**

#### Achievements/Tasks

Worked on various modules of company projects. Actively involved in recruitment by preparing job descriptions, and assisting hiring process. Maintaining employees records-attendance and personnel files .Conduct orientation sessions for new hires. Deal with grievances and implement disciplinary procedures. Create a good rapport with various recruiters.Assisting the account department in invoicing.

#### Education:-

2018-2020

**{MBA- AMRITA SCHOOL OF BUSINESS (AMRITA UNIVERSITY),**

{Grade :CGPA - 7.14

**{2015-2018**

**{BBA- AMRITA SCHOOL OF BUSINESS (AMRITA UNIVERSITY),**

{Grade :CGPA-7.47

{2013-2015

**{HSE- GOVERNMENT HSS Budhanoor, Kerala.**

**{MARKS OBTAINED:74%**

{2013

**{SSLC- St Ann's GHS Chengannur ,Kerala**

**{Marks obtained: 77%**

#### CERTIFICATIONS: -

- CHRMP (Certified Human Resource Management Professional) (10/2021 - 01/2022)from certified Human Resources Management Professional,Bangalore.
- Hospital Administration- from ISSD (International School of skill Development)

**Skills :-**

Computer proficiency MS Office (Word, Excel, PowerPoint, Outlook)

Strong verbal and written communication, Interpersonal skill, Problem solving, Leadership, ability to adopt new technologies, Discretion, Time Management, Attention to details, High level of accuracy

**LANGUAGE: -**

English Full Professional Proficiency, Malayalam Native or Bilingual Proficiency, Hindi Professional Working Proficiency, Tamil Professional Working Proficiency.

**PASSPORT DETAILS:-**

|                |               |
|----------------|---------------|
| Passport NO    | : T-1825521   |
| Date of Issue  | : 26 Dec 2018 |
| Expiry Date    | : 25 Dec 2028 |
| Place of Issue | : Cochin      |

**DECLARATION: -**

I, hereby declare that all the above given particulars are true to the best of my knowledge and can provide the testimonials as and when required.

Place: Chengannur

Date: FEB 2023

PARVATI

Mobile#+917025464683