



PROFILE

Having a one and half years' experience as a Senior Recruitment Consultant to lead and train the team, delivery the projects on time, provides advice and recommendations for resolving the daily HR challenges.

PERSONAL DETAILS

Email: arunkarthikk7@gmail.com

Mobile no: +971 555 165 128

Address: Al Karama, Dubai – United Arab Emirates.

Date of birth: 22.03.1998

Nationality: Indian

Religion: Christian

Marital Status: Unmarried

VISA STATUS: Visit Visa

WEBSITE

<https://humres.co.uk/>

https://www.lakshmicargo.com/branch_locator.php

<https://www.linkedin.com/in/karthik-raja-k-b4a407210/>

LANGUAGES

English: Professional

Malayalam: Intermediate

Tamil: Professional

Karthik Raja K

Senior HR Recruiter

Employment History

Senior HR Recruiter - Humres Recruitment Services India Pvt Ltd -13-Dec-2021 to 09th -June-2023.

- Humres is a UK based company to provide White collar, Blue collar and Pink Collar candidates to UK Construction and M&E Service Companies.
- As a senior recruiter to recruit the candidates as per our requested criteria and communicate the with our head consultant as well as clients.
- Sourcing, Shortlisting, Screening and Interviewing the candidates.
- To make sure the candidates having all certificates as per our client's request.
- Other than the recruiting I've done with a Job posting and adverts on our official website, Job posting responses, Daily candidates maintenance alerts, Candidate marketing, one-time search, Daily vacancy maintaining and report in Recuritly,
- To source the candidates with the help of four job boards,
- i.e, CV Library.com, Reed.com, LinkedIn.com, Indeed.com.
- Create own Booleans by using AND OR NOT to search the exact candidates to shortlist for the OTS.
- Daily post a five jobs on all job boards by using recruitly website.

Operation Assistant - Lakshmi Cargo Company - 11th - Jan – 2021 to 30th – Nov – 2021.

- As an operation assistant in warehouse management to maintain all inbound and outbound process.
- Check the national and international bill copies.
- Arrange the vehicles for to pick up the goods from companies.
- Arrange the route vehicles to load the goods.
- Check the goods that are on time delivered or not and track the goods.
- Attend the calls from customer and responses.
- To make sure the goods reached safely and on time.
- Maintain POD Copies.

Education

Hindusthan College of Arts & Science, Master of Business Administration (Marketing and Logistics Management)

Jun – 2018 to April – 2020

Coimbatore, Tamil Nadu.

Scored 8.1 CGPA.

Hindusthan College of Arts & Science, Bachelor of Commerce (B.com Professional Accounting)

Jun – 2015 to April – 2018

Coimbatore, Tamil Nadu.

Scored 6.1 CGPA.

Skills

Fast Leaner



Ability to Multitask



Communication Skills



Microsoft Excel



Microsoft Word



Microsoft Power Point



Microsoft Outlook



Time Management



Hobbies

Travelling, Driving, Pencil drawing

Activities

- Participated a 7days Global Immersion Program in AMIST UNIVERSITY (MALAYSIA)
- Organize a three years of successfully College cultural programs, College award functions.

Achievements

- I received a two promotions within one and half years of my career.

Reference

Email ID: Aqua@humres.co.uk

Mobile no: + 91 96292 97765

Designation: Senior Manager

Declaration

I here declare that all above stated information is true and to the best of my knowledge and belief.

Place:

Date:

Karthik Raja K