

SREELAKSHMI V M

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SUMMARY

As a detail-oriented and meticulous professional, I thrive in roles that require managing competing priorities within tight deadlines. I am customer-oriented and adept at identifying the needs of the organization while understanding and analyzing human behaviour.

WORK EXPERIENCE

Envertiz Group, Kochi, India - Team Lead (Operations)

Nov. 2021 to Jan. 2024

- Managed both client account and recruitment consultant responsibilities.
- Joined as Recruitment Consultant, promoted to Senior Recruiter in a year and then elevated to Team Lead.
- Successfully led a team of fresh recruits for over a year.
- Delivered international nurses within a 12-week program.
- Have recruited more than 216 International Nurses to the UK.

Coffee 'N'Thoughts _ Reporting Manager

July 2021 to Nov. 2021

- Major duties will include attracting and hiring the right candidates for sales and HR internships,
- Managing them, preparing weekly reports and information sharing
- Strategy creation and compliance Management.
- Due to Pandemic, this was a remote opportunity for me.

Coffee 'N'Thoughts _ Intern

May 2021 to July 2021

- HR Intern

EDUCATION

MBA - Conspi Academy Of Management Studies

June 2019 to Sept. 2021

Cochin University of Science and Technology

- Dual Specialization in Human Resources and Logistics

B-Com (Finance and Taxation) - Mar Ivanios College.

March 2016 to Oct. 2018

Kerala University

- Relevant coursework in Structural Design and Project Management.

Diploma in GST (Goods and Service Taxation)

Jan 2019 - Feb 2019 (120 hours programme)

Gulati Institution of Finance and Taxation.

- Relevant coursework in Goods and Service Taxation practices

ADDITIONAL INFORMATION

- **Technical Skills:** Project Management, Familiar working with MS Office Excel and Zoho Book, Presentation Skills
- **Languages:** English, Hindi, Malayalam
- **Projects and Work Experiences:**
 - * Internship at Air India Trivandrum (Operation Study and SWOT Analysis)
 - * Project at HLL Trivandrum (The Impact of Working environment on employees performance)