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AMRUTHA VENUGOPAL



OBJECTIVE

A goal oriented and dedicated professional who is highly organized with the ability to manage multiple projects and meeting deadlines. Seeking an innovative and collaborative work profile to foster both individual and organizational objectives. Confident in taking up a challenging situation with utmost sincerity and efficiency while preserving the values and ethics that have been inculcated through working experience.

PROFESSIONAL EXPERIENCE

Human Resource Intern

Performant March2021- Oct 2021

Posting job advertisements on job boards and social media platforms
Removing job advertisements from job boards and social media platforms once vacancies have been filled
Preparing and sending offer and rejection letters or emails to candidates
Screening potential employees resumes and application forms to identify suitable candidates to fill company job vacancies

Executive HR Recruiter

Casabella Metals and Interiors Aug 2019- Feb 2020

Advertising vacancies on all major job posting sites and social media platforms
Collecting and reviewing applications to shortlist candidates
Conducting background checks to ensure the candidates are fit for appointment
Meeting with and interviewing shortlisted candidates
Contacting applicants to ascertain their work ethic and experience
Selecting the most suitable candidates and providing them with most suitable candidates

EDUCATIONAL QUALIFICATION

MBA

UNION CHRISTIAN COLLEGE, ALUVA (MG UNIVERSITY)

Specialization in **HR and Finance**

Jul '17 - Apr '19
Aluva

B.com Taxation

DEVASWOM BOARD PAMPA COLLEGE, PARUMALA (MG UNIVERSITY)
Taxation

Dec '13 - Jun '16
Parumala

ORGANIZATION STUDY

Organization study at Sangrose Laboratories PVT LTD

FINAL YEAR DISSERTATION

A Study on Working Capital Management at KKR Groups Nirapara Kerala

TECHNICAL SKILLS

Microsoft office

Social media

Basic Knowledge MS EXCEL

Word

PowerPoint

LinkedIn

Mail merge

PERSONAL SKILLS

Communication

Professionalism

Management

Reliability

Adaptability

Ability to learn additional programs

Confident and proactive thinker

A resilient team player

Passion to succeed

PERSONAL DETAILS

Gender: Female
Date of Birth: 14-October-1994
Nationality: Indian
Marital Status: Single
Job Status: Immediate joining

LANGUAGES

English
Malayalam
Tamil