

SURUMY SALAM

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surumysalam@gmail.com

Cochin, India 688531

EXPERIENCE

09/2023 - Current

HR Recruiter

TREHAN INTERNATIONAL CONSULTANTS, DELHI

- Managed interview process on behalf of clients and candidates, maintaining appropriate confidentiality with both parties.
- Interviewed potential candidates, taking accurate notes to determine suitability for available positions.
- Sourced candidates through social media platforms, validating suitability for available positions.
- Coordinated offer process, answering questions candidates had before accepting offers.
- Used candidate databases to match right person to client role requirements.
- Created engaging job descriptions for posting onto target job sites, including Naukri, Monster & LinkedIn .
- Built networks to identify and reach top quality candidates for different industries.
- Conducted extensive analysis into candidate CVs, searching for keywords and specific skills to streamline shortlisting.
- Managed candidate hiring processes, from shortlisting candidates to hiring and onboarding.

06/2022 - 07/2023

HR Recruiter

INTERNATIONAL TRADE LINKS | COCHIN, India

- Handling end to end recruitment process
- Organize and manage walk-in drives / recruitment events
- Source potential candidates from various online channels and using portals
- Screen incoming resumes and application forms Interview candidates (via phone, in-person)
- Provide shortlists of qualified candidates to Clients and getting feedbacks.
- Send job offer emails and answer queries about compensation and benefits Employee referral activities
- Maintaining MIS reports

06/2018 - 03/2021

Montessori Teacher

Sri Gokulam CBSE Public School | Alappee

- Creating an instruction that supports the development of the cognitive, emotional, social, physical and spiritual growth of the child.
- Using the school curriculum, Montessori albums, and current research- based instructional practices to develop interdisciplinary units of instruction that meet both the group and individual needs of students.
- Maintaining an on-going dialogue with specialty teachers and coordinating curriculum integration and implementation with these teachers.
- Evaluated child learning using formative and summative assessment methods, including homework assignments and chapter tests.



SUMMARY

HR professional aspiring for a job in a growth-oriented organization, where my experience and organization skills can be used for making a positive contribution in the HR department by putting in maximum efforts.

SKILLS

- Candidate Sourcing & Screening
- Talent Assessment & Acquisition
- Applicant Tracking Systems
- Client Relationship Management
- Offer Negotiations
- Oil & Gas Recruitment
- Non IT Recruitment

LINKEDIN

<https://linkedin.com/in/surumysalam/>

PERSONAL INFORMATION

- Full Name : SURUMY K A
- Date of Birth : 29 August 1991
- Marital Status : Married
- Spouse name : Shemeer Basheer
- Religion : Muslim
- Passport No. : P4091777

EDUCATION

2022
Annamalai University | Tamil Nadu, India
Master of Business Administration: HR

2016
NCDC
PG Diploma in International Montessori TTC

2014
MG University | Kerala
BCA: Computer Application

LANGUAGES

English, Malayalam: First Language

Hindi:  B1
Intermediate

Tamil:  B2
Upper Intermediate