



Vishnu S Nair

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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- Accenture (OnRoll of Reshsolution)** 01/01/2021 - 08/08/2021
HR Scheduler Executive
 - Scheduling interviews basis on the availability of the candidates and interviewer and working closely with Hiring Managers to manage overall scheduling process.
 - Following up for the feedback post interview with hiring managers.
 - Feedback closure on tool.
 - Provide follow-up correspondence to the candidates on feedback status via email if necessary.
 - Educate client on the recruiting process and the roles involved in the process.
 - Assist in the coordination of other recruiting activities as needed
 - Internal stake holder management.
 - Meeting targets/metric assigned monthly.
 - Resource will be responsible in addressing emails within in timelines.
 - Email management.
 - Handle multiple priorities, while taking a proactive approach and maintaining a strong attention to detail.
 - Ability to work independently and multi-task in a fast-paced corporate environment
 - Promote a positive candidate experience
 - To provide with a detailed MIS report on the assignment conducted
- SAT solution** 10/09/2019 - 27/12/2020
HR Executive
 - Partnering with hiring managers to determine staffing needs
 - Screening resumes
 - Performing in-person and phone interviews with candidates
 - Administering appropriate company assessments
 - Performing reference and background checks
 - Making recommendations to company hiring managers
 - Coordinating interviews with the hiring managers
 - Following up on the interview process status
 - Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
 - Communicating employer information and benefits during screening process
 - Staying current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices
 - Serving as a liaison with area employment agencies, colleges, and industry associations
 - Completing timely reports on employment activity
 - Conducting exit interviews on terminating employees

Education

- Veer bhabadur Singh Purvanchal University,Jaunpur**
MBA HR
73.5%

2019

- **Andhra university**
BA English
74.65%2017
- **Dbhss,cheriyanad**
HSE(12th)
75%2014
- **St josephs E M School**
HS(10th ICSE)
60%2012

Achievements & Awards

- Chess championship award 2014
- All India poem writing competition 1st prize 2013
- Chess competition 1st prize 2015
- Short story writing Malayalam 2017

Skills

- Recruitment Sourcing
- Recruitment Coordination
- Communication skills
- Tool :-Abacus skills
- Social media sourcing
- Multitasking skills
- Motivated and persistant
- Marketing and sales skills

Language

- English
- Malayalam
- Tamil
- Hindi

Interests

- Poem writing
- Chess playing
- Reading Novels malayalam,English

Personal Details

- Date of Birth : 14/11/1995
- Marital Status : Married
- Nationality : Indian
- Skype : vishnusnair9797@gmail.com
- Whatsapp : +916238018212
- Passport Number : U6364886

- Passport valid (from -to) : 27/12/2019 26/12/2029

Declaration

- I hereby declare that the information given here is true and correct to the best of my knowledge and belief

Vishnu

VISHNU S NAIR