



LEENA BABU

Sr. Executive -HR & Administration with diversified experience in end to end recruitment and administration. Proficient in identifying and hiring talents in various business functions and domains including IT, HR, Finance, Banking, Marketing, Medical coding and Medical billing.

EXPERIENCE

CUSTOMER SERVICE EXECUTIVE- Brilliant Education Pvt Ltd, Dubai. March 2020 - Nov 2020

- + Receiving calls for admission queries.
- + Providing telephonic counselling.
- + Providing information about various courses to the student guiding them about the best course suitable for them.
- + Keep records of customer interactions, process customer accounts and file documents.
- + Follow communication procedures, guidelines and policies.
- + Handle customer complaints, provide appropriate solutions

SR. EXECUTIVE - HR & ADMIN- T. I. M. E Pvt Ltd, Ernakulam. March 2019 - February 2020

- + Handling end to end Recruitment Selection Process.
- + Maintaining employee's personal files and records.
- + Update MIS reports on a monthly basis.
- + Tracking attendance, maintaining leave records, PF records, issues, letters, etc.
- + Generation of Experience Letters, Relieving Letters.
- + Preparation of full and final settlement.

HR OFFICER_TALENT ACQUISITION- Navigant BPM India Pvt. Ltd, Technopark. October 2014 - October 2018

- + Handling recruitment for Medical Billing, Medical coding, Admin, HR and Finance.
- + Have Experience in Bulk Hiring for Data Entry, Medical Billing and Medical coding processes.
- + Hands on Experience in sourcing the candidates through different job portals like Naukri, Monster and LinkedIn.
- + Maintaining a proper database of trackers monthly and weekly.
- + Coordinated in Preparation of Job description.
- + Interview scheduling and Vendor Handling.
- + Salary negotiation and Offer Letter Preparation.

Matar Rashed

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EDUCATION

Master of Business Administration (MBA) from Marthoma Institute of Information Technology, Kerala (2014)

ACHIEVEMENTS

- + State Rank holder in BSC Polymer Chemistry.
- + Active Member in company's employee engagement committee.
- + Participated in one day seminar on Intellectual Property Rights on 30th April 2013, conducted by the Patent Information centre, Trivandrum.
- + Successfully conducted Campus drives in and out of Trivandrum for Fresher requirements.
- + Conducted and Coordinated Walk in drive across South India.
- + Received appreciation from onshore and offshore clients.
- + Successfully placed more than 300 days candidates in various departments.

KEY SKILLS & STRENGTHS

- + Excellent verbal & written communication with interpersonal skills.
- + Knowledge in Ms office suite.
- + Experience in social media recruitment platforms such as LinkedIn, Naukri, Monster etc.
- + keeps a solution-based approach towards challenges.
- + Problem solving skill