

SRUTHI TS

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Career Objective

To pursue a successful career in an organization that provides ambience and opportunities to utilize my skills for the betterment of the organization, while enabling me to go further higher in my career path. seeking an important and challenging role in an organization where I can attract with new people and show my abilities.

Career Summary

- A company oriented professional with experience in recruiting, staffing, retrenching people.
- Efficient in interviewing and assessing the people.
- Expert in recruiting the people, according to the company policy.
- Proficient in giving valuable decision and taking the feedback from the employees.
- Expert in taking the order from the seniors and giving the valuable suggestions.
- Enthusiastic, results oriented HR professional with extensive experience in planning and directing all areas of Human Resources that includes but is not limited to: benefits, compensation, employment law, employee relations, on-boarding, payroll, performance management, policy & procedures, recruitment, safety, supervision & training.
- Strategic HR partner executing HR best practices to align the objectives of the organization while maximizing employee potential by fostering a positive work environment that promotes employee morale by developing interpersonal relationships within all levels of the organization utilizing attentiveness, trust, and respect.

Personal Qualities

- Can thrive in a continually changing environment.
- Able to work under pressure and to aggressive deadlines.
- Easy going and relaxed when dealing with people.
- Innovative thinker and excellent leadership qualities.
- Excellent in influencing the people.
- Efficient in communicating well in writing and verbal both.
- Able to motivate and negotiate with the people

Key Responsibilities Handled

- Analyzing the requirement of organization.
- Analyze the quality people and contact them through phone, Email.
- Recruit the people and perform various recruitment steps.
- Maintain the existing employees and take the feedback from them.
- Assist the accounts department for making the salaries of employees.
- Make the coordination with various departments.

Experience

Company: Web castle media pvt ltd (Zoogle technologies) sept2019-march 2020

Designation -Business development manger

Duties-Responsible for cold calling, assessing client needs, and identifying solutions

Drove revenue and secured new business

Lead planning, strategy, proposal process and bid preparation

Train and mentor new sales representatives

Company-WGN infotech pvt ltd jan2019-sept2019

Designation-HR executive

Duties - Resourcing, screening and short listing resumes through various job portals, conducting telephone and personal interviews with the Head positions, Identification of training needs and nominating candidates for training,

Company -Spyrosys software solution October 2017 -June 2018

Designation – HR executive

Duties-Coordinating with the external trainers regarding the training schedule. Scheduling the training program and collecting the feedback Issuing training certificates after completion of the training Evaluation of the candidates training program. Organizational chart, post vacancies on selected job portals Conduct primary interviews, keeping details of all petty cash expenses with proper approval from Director Procurement and maintenance of office equipment's to ensure their serviceability

Company-Emerton software solutions August 2016- July 2017

Designation – Assistant HR

Duties-Sourcing CVs through various resources. Short listing them based on Clients Requirements. Follow ups with candidates till joining. Maintaining good relationship with clients. Identifies hiring need, develops the position description, Recruitment Plan,

Academic Qualification

- Master of Business Administration doing
- Master of computer application MCA (2012-2015) from mg university (kmm college edappally)
- B.Sc. computer science (2009-2012) from mg university (STAS Edappally)
- HSC computer science (2009) from state Board (Islamic higher secondary School Aluva)
- SSLC(2007) from state board (littlie flower higher secondary school)

Other course completed

- .Master Of Software Engineering(diploma 1year)
- Photoshop
- Doing DM and SEO

Technical Expertise

- Programming experience: C, C++, Java, P HP, Asp. net , JavaScript ,Android
- Programming experience on Windows and Linux.
- Database: Microsoft Access, My-SQL

Achievements

- Participation in various cultural activities at college level
- Participation in the youth festival
- Participation in IT fest programs successfully revised & implemented company policy on HR related issues.
- Have implemented performance management system, for continuous performance evaluation, implemented gap analysis through such evaluations and arranged for skills enhancement through trainings and workshops for improvement of overall productivity.
- Managed the admin activities independently as per the expectation of the company.
- Develop an absolute transparent culture among the employees and HR.
- Started the exit interview system for the first time.
- Reduced the number of grievances effectively.

Personal Details

Date of Birth : 01-05-1992

Gender : Female

Marital-status : Married

Nationality : Indian

Languages Known : English, Malayalam, Tamil, and Hindi

Passport Number : N6776776

Declaration

I hereby declare that the above-mentioned information's are true to the best of my knowledge and belief.

Sruthi T.S

