

# SUBISHA SURESH

Palakkottuparambathe, Kurikkathoor,

Email: subishasuresh26@gmail.com

Phone: +919747299832

## WORK EXPERIENCE

- **RESOURCING SPECIALIST**level, **SUREEVENTS**ne Andra Pradesh Kochi, KOZHIKODE, India(Mar 2020 to Nov 2020)
- **HR EXECUTIVE, WHATSUP SOLUTIONS**, KOZHIKODE, India(Dec 2017 to May 2018)

## EDUCATIONAL BACKGROUND

- **Bharathiar University**, KOZHIKODE, **MBA**, 2017, HR
- **Providence Womens College**, KOZHIKODE, **BBA**, 2014, HR
- **Sharjah Indian School**, SHARJAH, **12**, 2012, COMMERCE

## SKILLS

- keeping records and negotiating fees
- getting vacancy details from employers
- microsoft excel
- building relationships with employers and job seekers
- matching candidates to jobs to build a pool of potential applicants
- olx and other websites.
- providing offer letters and other joining formalities to candidates.
- customer relationships
- microsoft powerpoint.
- calling companies to generate new business
- attention to detail and a mature outlook on all tasks

- ms outlook
- it recruitment
- positions handled
- indeed
- computer acquaintance
- punctual and hard working
- used microsoft excel for preparing many data of candidates.
- tele calling
- client retention and office administration.
- meeting targets for vacancies filled and people placed
- microsoft word
- screening and short listing candidates for employers to interview from naukri

## PERSONAL BACKGROUND

- Birthday: - 1994-10-26