
BINDA RAJU

Room no:423,Al Attar Building
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About Me

HR Recruiter with 3 years of experience as Ass. Consultant – Career Management and looking join to the team of a pioneering organization with ambitious plans for growth. Proven abilities in recruitment, client handling and customer relation, front office and administration. Excellent communication skills, seeking a challenging position in a company with opportunity for advancement. Driven, result focused recruitment expert. Self-Motivated professional.

Skills

- Problem resolution
- Results oriented
- Client focused
- Relationship development
- Team player
- Proficiency in recruitment
- Reviewing records
- Time management

Work History

September 2017– January 2021

Ass. Consultant – Career Management (India)

Affable Management Services LLP

- During 3 years of recruitment I have placed more than 2000 candidates in various sectors.
- Design and update job description.
- Source potential candidates from various online channels (Indeed,Naukri etc)
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms
- Interview candidates (via phone, video, and in-person)
- Advertise job openings on the company's career page, social media
- Send job offer emails and answer queries about compensation and benefits
- Participate in job fairs and host in house events
- Collaborate with clients to identify future hiring needs
- Act as a consultant to new hires and help them onboard
- Made sure clients felt satisfied and encouraged their continued support

- Successfully provided placement assistance for more than 30 MBA Colleges in India.
- Responsible for executing placement drives all over Kerala
- Responsible to maintain placements record
- Efficiently handled 30 placements officers and more than 1000 students
- Greet clients and set a positive office atmosphere.
- Organize and maintain files and records.
- Operate Office equipment such as photocopier, printer etc.
- Preparing documents for meetings.
- Ordering and taking stock of office supplies.

Education

2019

MBA HR

Bharathiyar University

2015

**Bachelor of Commerce
Thrissur**

Naipunnya Institute of Management and Technology,

INDIA

Personal Details

Name	: Binda Raju
Father's Name	: Mr. Raju V V
Date of birth	: 23.01.1994
Sex	: Female
Religion	: Christian, RC
Marital Status	: Married
Spouse Name	: Vibin Payyappilly Esthappanose

Languages

English, Malayalam

References: Available only upon request