RepèreEnveloppeCombiné

**Krishna AP**

**HRExecutive**

**HR Recruiter** [2018 - 2019 ]

**Future Space Consulting** , Ernakulam , Kerala

* **Interacting with clients and understanding the requirements**
* **Maintaining database of prospective candidates.**
* **Sourcing talent through Job portals.**
* **Scrutinizing, prescreening & tele-interviewing the candidate.**
* **Scheduling & Coordinating the interview between Candidate & Client.**
* **Taking feedback after interview.**
* **Job Porting & Bulk Mailing**

**HR Recruiter** [2019 - 2020 ]

**INNOV SOURCE SERVICES PVT LTD**, Ernakulum, Kerala

* **Prepared all recruitment strategies and ensured achievement of all objectives.**
* **Developed strategies by placing job advertisements in various news and job sites.**
* **Participated in various candidate selections and prepared an efficient interviewing schedule.**
* **Analyzed all job requirements and screened the appropriate candidate for job.**
* **Negotiated with movers and assisted employees with temporary accommodation**
* **Monitored organization policies and recommended changes if required.**

**MASTER OF BUSINESS ADMINISTRATION , DISTANCE EDUCATION CENTER ,ERNAKULAM**

**Bachelor Of Business Administration, SN ARTS AND SCIENCE COLLAGE , KEDAMANGALAM with 60% in year 2018**

**Higher Secondary (state syllabus) PALIYAM HIGHER SECONDARY SCHOOL , CHENDAMANGALAM with 65% in year 2014**

**High School (CBSC) HOLY INDIA SENIOR SECONDARY SCHOOL, N.PARAVUR with 70% in year 2012**

**EDUCATION**

YADU

**Organizational Development**

**Customer service**

**Recruitment**

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| --- |
| **Candidate Sourcing** |
|  |

**Employee relations**

A seasoned professional with a MBA degree in HUMAN RESOURCE MANAGEMENT (Pursuing) Have 3 + Years experience as Recruiter

Generalist with strong expertise in employee relations, assessment and training, change management, staffing, performance management, and benefits. I’m capable of optimally handling stress and engaging in continuous learning. I adhere to corporate ethics and interpersonal relations and principles.

**HR Recruiter** [ 2020 - Present ]

**NOVHO CAREERS PVT LTD ,** Bangalore

* **Assisted in recruitment of staff members and members on contract basis across organization.**
* **Prepared job descriptions for various positions and developed appropriate questions for prospective candidates.**
* **Designed and maintained job postings on various social media sites and websites with various tools.**
* **Coordinated with hiring manager and participated in the interviewing panel.**
* **Analyzed various job applications and filtered candidates through telephonic or one on one interviews.**
* **Communicated results to the candidate and the organization for all selections.**

**SKILLS**

**Anjali House ,**

**Kaitharam p.o**

**North Paravour**

**Ernakulam**

**Getmeyadu@gmail.com**

**8089137303**

**PROFILE**

**EXPERIENCE**