



Chandrakala P P

Mercury 4,0 Trinity world Chittethukkara-682037
9496557054 | chandrakalapurushothaman@gmail.com

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- Cotton Blossom (I) Pvt Ltd** 19/06/2018 - 28/10/2020

Hr Recruiter

AREA OF EXPOSURE

- Monitoring employee's daily attendance, Leave, and Absenteeism.
- Maintaining employee's data .
- Supervise and coordinate activities of staff.
- Coordinate with hiring managers to identify staffing needs.
- Designing job descriptions and interview questions that reflect each positions requirements.
- Sourcing potential candidates through online channels .
- Advertising job openings on company's career page.
- Interviewing candidates via phone.
- Providing shortlists of qualified candidates to hiring managers.
- Coordinating and scheduling interviews with the hiring team and candidates.
- Conducting reference checks and employment verification as a part of the selection process.
- Sending job offer emails and answer queries about compensation and benefits.
- New joining formalities.
- Maintaining the entire recruitment database.
- Addressing employee's grievances.
- Attending employee's queries and ensuring timely resolution of the same.
- Knowledge of ESI and EPF filling
- Co-ordinating Performance Appraisal review process.
- Organizing employee engagement activities .

Education

- Marian Academy of Management Studies ,kothamangalam** 2014
MBA (Hr Specialization)
- NSS College ,Changanasserry** 2011
BA Economics
- SNDP HSS ,Adimaly** 2008
Higher Secondary
- Sri Vivekananda Vidhya Sadan ,Adimaly** 2006
SSLC

Skills

- Listening skill
- Communication skill
- Technology Aptitude
- Relationship building Skills
- Time management

- Patience
- Negotiating Skills

Personal Details

- Date of Birth : 03/04/1990
- Marital Status : Married

Reference

- **Prishitha Cinoj - Cotton Blossom (I) Pvt Ltd**
HR Manager
prishicinoj@gmail.com
7902608048