

# CURRICULAM VITAE

Karishma.G

Date of Birth: 07 March/ 1996

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## Career objective

I would like a career that gives me rich exposure through diverse and working with people of high calibre. I would constantly look out for challenges ,witch help me to achieve my personal and professional goal.

## Professional experience

Company Name: Lyra InfoTech Pvt Ltd

Designation: HR recruiter

Duration: June 2016 – May 2017

### Roles And Responsibilities:

- Work with outside headhunters and staffing agencies to identify new talent in outside sales.
- Review and analyze resumes using our in-house ATS software program.
- Scour job search websites for potential recruits and contact those candidates personally.
- Interview potential sales staff members using industry-standard techniques.
- Introduce new hires to the company and walk them through the hiring and training process.
- Serve as an employee advocate for new hires as well as established employees.
- Complete all new-hire paperwork with candidates who meet the expectation of the job.

Company Name: Prosper overseas  
Designation: Immigration counsellor  
Duration: June 2017 – March 2020

**Roles And Responsibilities:**

- Communicating with clients and understanding their immigration requirements
- Helping clients in gathering and submitting the required documents
- Reviewing the submitted documents
  
- Keeping up-to-date with the industry changes and any alterations to the immigration laws
- Ensuring safe transportation and handling of pets, if any
- Advising clients on medical checkups and any other procedures required
- Assisting clients in finding appropriate courier facilities or with any other shipping requirements
- Maintaining an accurate record and invoices for the services provided
  
- Submitting documents to the respective authorities on behalf of clients
- Keeping clients up-to-date with their immigration status and communicating any foreseeable delays

Company Name: Don't blink Studioz  
Designation: Business development / Marketing manager  
Duration: Dec 2020 – up to the date

**Roles And Responsibilities:**

- Setting goals and developing plans for business and revenue growth
- Researching, planning, and implementing new target market initiatives
- Researching prospective accounts in target markets
- Pursuing leads and moving them through the sales cycle
- Developing quotes and proposals for prospective clients
- Setting goals for the business development team and developing strategies to meet those goals
- Training business development staff
- Attending conferences and industry events

## Educational Qualification

Course	Institution	Board /University	Marks (%)	Year of passing
X	Vidhyavikas matric hr sec school	Matric	65%	2012
DCE	Bharth polytechnic	Dote	89%	2015
— B.E	Madha Engg college	Anna University		

## Languages know

I) English II) Tamil

## Hobbies and Interest

Internet surfing

Helping in family business

Travelling

## Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. I undertake to inform you any changes therein immediately.

Place: Chennai

Karishma.G

Date: