

# MANOJKUMAR.S

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📍 1/86 mullupadi,pollachi

## 🚀 SKILLS

Sourcing

Screening

Interviewing

## 👤 PERSONAL DETAILS

Date of Birth : 05/07/2000

## ❤️ INTERESTS

Music

Learning

## 📖 LANGUAGES

English

Tamil

French

## 🎯 OBJECTIVE

I am a highly motivated, positive and enthusiastic person aiming to apply all my knowledge and skills for the development of the organization. Being skilled in prioritizing and accomplishing task independently, my aim is to work in an a goal oriented and vibrant environment so that my passion will be geared up with the sprite of achievement.

## 📁 EXPERIENCE

**HR Assistant** 2022 - 2023

Focus Edumatics

Key responsibilities:

- Reviewed and screened applicant resumes to identify qualified candidates.
- Oversaw and managed hiring process and assisted human resources.
- Scheduling walk in interview and online interview

## 🎓 EDUCATION

**MBA- Human Resources** 2020-2022

Hindusthan college of art and science

72%

**B.COM(CA)** 2017-2020

Hindusthan college of art and science

68%

**HSC** 2017

Vivek vidyalaya matriculation HR SEC School

78%

## 💡 PROJECTS

**The Study on quality of worklife**

The study conducted regarding to find out quality of worklife of the employees among the insurance company in india

## 🎓 INTERNSHIP

**Reliance retail**

Reliance retail ajio

Worked as an HR Assistant in reliance retail for 2 month learned about sourcing, one on one connection with employees