



JENCY

PROFILE

Looking for a position in the HR department of the reputed organization to start my career for the new learning and add some value to the profitability of the organization.

CONTACT ME

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LANGUAGE

English

Tamil

Malayalam

Hindi

PERSONAL INFO:

Marital status- married

Age - 27

DOB -14/09/1996



My skill:

- A customer oriented, multitasking with MBA degree in HR.
- Expert in understanding the business requirement.
- Excellent in identifying the need of organization.
- Excellent in understanding and analyzing the human behavior.
- Proficient in coordinating with the people.



Core Competencies:

- Sound knowledge of HR workings.
- Good command over HR concepts.
- Familiar with working of Ms Excel.
- Problem solving skills.
- Can work under pressure.
- Target oriented.
- Quick learner.



Experience:

- 1yr in as hr recruiter in hospital
- 1yr in as primary teacher in school



Education:

- MBA hr from Bharathiyar university with 60%.
- BCA from dr.Ngp Arts and science college with 65%.
- Diploma in Montessori and primary education from kovai kids park with 65%.
- Higher Secondary from Sree Dharmasatha school with 75%.
- SSLC from Sree Dharmasatha school with 60%.



Computer skills:

- Slide presentation
- MS Office
- MS Word
- Internet



Project:

- Recruitment and placement(internship)
- Posting jobs in job portals.
- Shortlisting and screening candidate.