

RAHUL K S

Chennai, Tamil Nadu, 600049, IN 600049

rahulksfwt9w_mfk@indeedemail.com

+91 90802 21456

Work Experience

HR Intern

Apollo Hospitals - Chennai, Tamil Nadu, IN

December 2022 to January 2023

Updating company databases by inputting new employee contact information and employment details. Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.

Responding to staff inquiries regarding HR policies, employee benefits, and other HR-related matters.

Conduct new employee onboarding, ensuring process is engaging and that processes are followed and accurate.

Education

Bachelor's degree in Business Administration in Business Administration

S.R.M. Institute of Sciences and Technology - Chennai, Tamil Nadu, IN

May 2020 to May 2023

Skills / IT Skills

- Microsoft Office
- Communication skills
- Talent acquisition
- Recruiting
- Social media marketing
- Time management
- Human resources (Less than 1 year)