



VAISHNAVI K S

HR PROFESSIONAL



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[vaishnavi k s](#)



DOB : 01-06-1998



Thrissur, Kerala, India

KEY SKILLS

- Recruitment & Talent Acquisition
- Employee Engagement
- Training & Development
- Attendance Management
- Performance Management
- greytHR

LANGUAGES

- English
- Malayalam

ABOUT ME

A Human Resource Professional with 2 years of experience in recruitment, skilled in candidate sourcing, screening, and interviewing, and managing job postings. Knowledgeable in on boarding procedures. Organized, detail-oriented, and excellent communication skills with a passion for creating a positive candidate experience.

EXPERIENCE

HR Executive

Babin Technologies Pvt Ltd | Malappuram, Kerala **June 2024 – May 2025**

- Managed end-to-end recruitment, including sourcing, screening, and onboarding.
- Post job openings on various job portals, social media, and company websites.
- Conduct initial telephonic interviews and shortlist candidates for further rounds.
- Maintain and update candidate databases and recruitment reports.
- Build a strong employer brand to attract and retain the best talent.
- Collaborate with department heads to understand hiring needs and workforce planning.
- Handle offer negotiations and ensure seamless onboarding of new hires.
- Maintain and update employee records, ensuring all documentation is accurate and up-to-date.
- Assist in the preparation of HR-related documents, reports, and presentations.
- Manage employee attendance and leave records.
- Oversee office administration tasks, ensuring smooth day-to-day operations.
- Conduct exit interviews to gather feedback from departing employees and identify areas for improvement.

HR Executive

PEEPL Automation Pvt Ltd | Kochi, Kerala **Jan 2023– May 2024**

- Recruitment, sourcing candidates through networks, job portals, consultancies, screening of resumes & shortlisting them & coordinating interviews.
- Maintaining different forms like joining forms, exit Interview forms, Training feedback forms, etc.
- Issue of appointment letter, Service certificate, Experience certificate & Salary Certificate.
- Maintain and keep a record of employee attendance.
- Organize conferences & events for the employees.
- Maintain and update employee records, ensuring accuracy and confidentiality.
- Supporting & coordinating the onboarding process for new hires & managing off-boarding procedures for departing employees.
- Prepare & distribute HR -Related documents, such as employment contracts, offer letters & HR policies.

HR Assistant
George Infra Private Ltd | Thrissur, Kerala

Sep 2022–Jun 2023

- Sourced & tracked potential candidates through multiple channels, including job fairs, job sites, social media, and referrals.
 - Evaluated job descriptions and qualifications to determine the best-fit candidates and created a shortlist.
 - Maintained an accurate and up-to-date candidate database for easy reference and future recruitment needs.
 - Scheduled and coordinated interviews with department heads, conducted background verifications and reference checks, and prepared onboarding materials for new hires.
 - Updated candidate profiles and maintained HR records to ensure data accuracy and coordinated and organized induction training for new hires.
 - Collaborated with department heads to execute employee review procedures for employment confirmation and performed other HR tasks as assigned.
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HR Trainee
George Infra Private Ltd | Thrissur, Kerala

01 Aug 2022–31 Aug 2022

- Assist in sourcing and screening candidates through job portals and social media.
 - Schedule interviews and coordinate with hiring managers.
 - Support in onboarding and orientation programs for new hires.
 - Prepare Job Descriptions
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INTERNSHIP

HR Internship
INFOX Technologies | Kochi

April 2022– June 2022

- Recruitment support: Managed job portals like Indeed and LinkedIn, screened resumes, scheduled appointments and interviews, and assisted the interview panel.
 - HR policy management : Revised & updated leave and holiday policies
 - Employee welfare : Conducted weekly face-to- face welfare checks with employees.
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EDUCATION

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| • MBA – HR and Marketing | 2020 – 2022 |
| • B. Com – Banking and Insurance | 2016 – 2019 |
| • Higher Secondary School | 2016 |
| • SSLC | 2014 |
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ACADEMIC PROJECTS

Study on Employees Training and Development Programs at KSE Limited

Project analyzed the training and development programs at KSE Limited, a manufacturer of compound cattle feed, solvent extraction, and ready-mixed cattle feed, to assess their effectiveness in enhancing employee skills and knowledge.
