



# GEETHA G

Kollam 691008

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## SUMMARY

Results-driven Human Resources Specialist with extensive experience in employee management and guidance. Proven expertise in conducting thorough background checks, organizing interviews, and administering employment benefits. Recognized for fostering a positive organizational climate that enhances employee morale and contributes to overall growth. Committed to leveraging strategic HR initiatives to drive organizational success.

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## SKILLS

- Tally ERP 9
- MS Office
- TFS
- Windows XP
- Windows 7
- Windows 8
- Windows 10
- ERP SYSTEM

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## EXPERIENCE

### **HR SPECIALIST**, 03/2024 - Current

***Unigreen Foods India Pvt Ltd.***

- Source, screen, and interview candidates for the required positions.
- Handling the ERP system of the company.
- Assisting in payroll.

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### **HR ADMIN CUM IT RECRUITER**, 08/2023 - 12/2023

***DevStackUp Technologies, Kollam***

- Resourcing, screening, and shortlisting resumes through various job portals, or through internal references and headhunting.
- Shortlisting the resumes based on desired skills and experience.
- Conducting interviews in coordination with department heads.
- Preparing the offer letter, employment contract, and job descriptions, and completing joining formalities and documentation.
- Maintaining employees' personal files and records, and communicating HR policies across the organization at all levels.
- Preparation of full and final settlement, and generation of Experience Letters and Relieving Letters.
- Keeping track of confirmations, appraisals, and increments of employees.

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### **HR - TALENT ACQUISITION**, 10/2022 - 07/2023

**Meditrina hospital**, Kollam

- Handling end-to-end recruitment.
  - Recruit both clinical and non-clinical staff.
  - Sourcing resumes through job portals such as Naukri, Indeed, and also LinkedIn.
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**HR AND ADMIN LEAD**, 02/2019 - 10/2021

**Xigo Logix Pvt Ltd**, Kollam

- Resourcing, screening, and shortlisting resumes through various job portals, or through internal references and headhunting.
  - Shortlisting the resumes based on desired skills and experience.
  - Conducting interviews in coordination with department heads.
  - Preparing the offer letter, employment contract, and job descriptions, and completing joining formalities and documentation.
  - Maintaining employees' personal files and records, and communicating HR policies across the organization at all levels.
  - Preparation of full and final settlement, and generation of Experience Letters and Relieving Letters.
  - Keeping track of confirmations, appraisals, and increments of employees.
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**HR EXECUTIVE AND PLACEMENT OFFICER**, 02/2016 - 11/2018

**CADD CENTRE Training Services Pvt Ltd**

- Supervise and manage the day-to-day activities of technical and management staff.
  - Recruit suitable personnel for the available vacancies opening up in the organization.
  - Track the various openings in different organizations, and maintain tie-ups with them to provide effective placement.
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**EDUCATION AND TRAINING**

**Kerala University**, 08/2015

**MBA: HR, Finance**

**Kerala University**, 03/2013

**B. Com: Taxation**

**Kerala State Board**, 03/2010

**Higher Secondary**

**Kerala State Board**, 03/2008

**SSLC**

**DISCLAIMER**

I hereby declare that all information stated above is true to the best of my knowledge and belief.