

ABHIJITH A B

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### **CAREER OBJECTIVE**

Seeking a challenging position where I can leverage my skills & experience to contribute to the success and growth of a dynamic company. Dedicated professional with a strong work ethic and a proven ability to thrive in high-pressure and fast-paced environments.

### **CAREER PROFILE**

*Company* : SIB Operations and Services Ltd (SIBOSL)

*Location* : Kochi, Kerala

*Designation* : HR Trainee

*Period* : December 2024 – Present

### **PROFESSIONAL SYNOPSIS**

- Collaborated with hiring managers to understand job requirements and create detailed job descriptions.
- Sourced candidates through job portals, social media, referrals, and networking.
- Screened resumes and conducted initial phone screenings to assess candidate qualifications.
- Scheduled and coordinated interviews between candidates and hiring teams.
- Conducted interviews (in-person, virtual, or phone) to evaluate skills, experience, and cultural fit.
- Managed candidate communication and provided timely updates throughout the recruitment process.
- Conducted reference and background checks for shortlisted candidates.
- Negotiated job offers and facilitated the onboarding process for new hires.
- Ensuring accurate documentation of recruitment activities.
- Built and maintained a talent pipeline for future hiring needs.

### **CAREER PROFILE**

*Company* : Bharat financial inclusion Ltd

*Location* : Kochi, Kerala

*Designation* : Field Trainer

*Period* : January 2024 – May 2024

### PROFESSIONAL SYNOPSIS

- Conducted detailed post-transaction compliance reviews to ensure adherence to regulatory standards and internal policies.
- Developed and implemented a compliance monitoring program that reduced regulatory breaches by 30%.
- Collaborated with legal and risk management teams to identify and mitigate compliance risks, enhancing the overall compliance framework.
- Prepared and presented compliance reports to senior management, providing insights and recommendations for continuous improvement.
- Conducted training sessions for employees on compliance requirements, fostering a culture of compliance within the organization.

*Company* : Bizpole Business Solutions Pvt Ltd

*Location* : Kochi, Kerala

*Designation* : Business Development Executive

*Period* : October 2022 – September 2023

### PROFESSIONAL SYNOPSIS

- Build contacts with potential clients to create new business opportunities.
- Acquire new clients by selling our products.
- Keep prospective client database updated.
- Track and analyze sales data to identify trends and opportunities for growth.
- Make cold calls for new business lead.
- Learn about the product and services of the company.
- Achieve the quarterly, monthly, and annual sales targets.
- Maintaining strong relationships with existing clients.
- Negotiate with clients and give them the best leads.

### SKILLS

Sincere and devoted individual with good leadership skills, quick learner and can grasp new concepts easily, open minded and can work in diverse conditions, straightforward and dedicated.

- Customer service skills
- Negotiation skills • Inter personal skill
- Communication • Develop good relationships with current and potential Clients

### EDUCATIONAL QUALIFICATIONS

- Masters in HR & Operations  
KTU-2022  
Nehru College of Engineering & Research Center, Pambady, Palakkad
- Bachelor of Computer Application (BCA)  
Calicut University-2020  
IHRD, Pazhayannur, Thrissur, Kerala

### PERSONAL INFORMATION

Date of Birth : 26<sup>th</sup> April 2000  
Marital Status : Single  
Gender : Male  
Nationality : Indian  
Languages Known : English, Malayalam, and Tamil

### DECLARATION

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

Place: Thrissur

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