

ABHIJITH A B

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abhijithabhivrindhavanam@gmail.com

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
- Communication
- Inter personal skill
- 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 th 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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