



GEETHA G

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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.

SKILLS

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

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.

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.

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.

HR AND ADMIN LEAD, 02/2019 - 10/2021

Xigo Logix Pvt Ltd, Kollam

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- Conducting interviews in coordination with department heads.
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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.

**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.