



Akhil Prakash
akhilprakasheradi@gmail.com
+91 9567934117

Career Objective

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

Profile Summary

- Around 2 years of experience as an Administrative cum HR officer in a fast paced, professional environment. And around 7 months of experience in Recruiting and Outsourcing.
- Experience in managing team, maintaining harmonious relations among employees.
- Proficiency in managing recruitment process including sourcing, screening and short-listing the candidate.
- Ability to interface and maintain good working relationships with individuals at all levels.
- Possess solid negotiation skills.
- Skilled in using Microsoft Office like Word, Excel and the Internet.
- Ability to work in a result-oriented and fast paced working environment.
- Adept at handling day to day administrative activities in coordination with internal/ external departments.
- A keen communicator with strong problem solving, planning, presentation and people management skill.

Personality Traits

- Highly motivated and eager to learn new things.
- Strong motivational and leadership skills.
- Ability to produce best result in pressure situation.
- Excellent communication skills in written and verbal both.
- Ability to work as individual as well as in group.

Core Competencies

- Sourcing profiles by visiting job portals, candidate referrals, job posting/database and screening the CV's as well as conducting HR validation.
- Conducting preliminary interviewing and negotiations with candidates, identifying candidates on the basis of technical requirements, scheduling & conducting interviews and verifying candidate's credentials and expectations.
- Establishing the strong reference network and handling the negotiating salaries, generating offer letters and handling documentation.
- Planning, coordinating and executing head-hunting process and maintaining a comprehensive data bank of all employees with varied background.

Work Experience

1. **Company: Indo Gulf Recruiters And Consultants Private Limited**
No. X/63-D, E, Sarayu Complex, Pattupurackal Road, Cochin,
Kakkanad, Ernakulam, Kerala India 682030
Website: www.indogulfrecriters.com

(Since September 9 2014 to till date)

About the Company: Indo Gulf Recruiters and Consultants Pvt. Ltd is a reputed recruitment consultancy providing Human Resource Solutions, Overseas Placement & Staffing Solutions. Our industry-wide exposure and experience along with a flexible working style enable us to deliver the best solutions, meeting every need. We function as a platform to match the right talent with the right opportunity.

Designation: HR cum Administrative Officer

- Handling the complete Recruitment Life Cycle - Sourcing, Short-listing Profiles, Candidates Tracking, Follow-ups and Reference checks.
- Requirement Analysis
- Scrutinizing resumes according to the requirements. Short listing suitable candidates against requirements and conducting preliminary interviews.
- Source profiles through portals, references, networking sites & postings.
- Co-ordinate the walk-in & Scheduled interviews with the different departments and clients.
- Handled Bulk Hiring.
- Involved with hiring managers on overall recruitment planning and coordinating interviews by Telephonic / Direct Interview /VC based on the skill sets.
- Follow up with the candidates till they are onboard.
- Maintain Recruitment Tracker and HRIS report

- Worked on closing various positions for Entry, Middle and Senior Levels.
- Schedule & coordinate events and functions.
- Trained new joiners on various methods of recruitments.
- Supporting a team of recruiters.
- Maintain records for attendance, Salary Administration, Stationary indents, disbursement as required.
- Taking care of all administrative and hr related activities.

Accomplishments

Successfully embarked our identity among the companies by launching domestic recruitment services especially in IT Sector.

2. Company: Amista Group

Nilavareth Nest, Velloppilly Junction

Azad Road, Kaloore, Kochi, India 682024

Website: www.amistagroup.com

(Since January 1 2013 to June 10 2014)

About the Company: Amista Group is a company, started functioning on January 1st, 2013 by coming together of small different organizations from different places. It is a provider of information broadcasting technology, products and services. Amista provides advanced information processing technology, software products, comprehensive solutions and value added services. Looking ahead, Amista will stand by its development mode of specialized IT technology and services.

There are different companies that come under Amista Group:-

- 1 .Software development
2. Web designing and hosting
3. Event management
4. HR consultancy
5. Financial consultancy
6. Training centers
7. Multimedia cum DTP centre
8. N 4 news

The organization called N 4 news started functioning after the formation of Amista group.

Designation: Administrative cum HR Officer

- Developing and implementing the company's strategic plan.
- Handling the day to day operations of the concern.
- Assigning work to the employees
- Analyzing and reviewing works done by employees and giving remarks to the same.
- Prepare departmental correspondence, documents.
- Developing and implementing budgets
- Supervising marketing efforts
- Carrying out weekly meeting with Employees to ensure better services.
- Schedule & coordinate events and functions.
- Maintain records for attendance, Salary Administration, Stationary indents, disbursement as required.
- Assist Finance Officer for procurement of Stationary, computers, or any equipment for office usage.
- Hiring resources for the company.
- Handling entire recruitment process with team.
- Prepared and gave suggestion plan for the recruitment plans of the concern.
- Carried out the entire recruitment task through Social Media.
- Screening, short-listing, Face to Face interview, negotiation of salary, documentation, preparing Id- Card, Offer Letter.
- Coordinated with the bank for opening the salary accounts of the new employees.
- Proper exit formalities of the candidates.
- Developed and updated the excel sheets on the number of open and closed positions.

Accomplishments

Successfully launched the company's dream project N 4 News Online – www.n4newsonline.com

Academia

- Bachelor of Commerce from Mg University.
- HSC from M.P.M.E.M.H.S.S. Kerala Board.
- SSC from St. George High School Kerala Board.

Technical Qualification

- Basic Computer & Internet Knowledge.
- Expert in Photoshop.
- Good working knowledge of Ms Office especially in Word, Excel & Outlook.

Extra Curricular Activities

- Reading Books.
- Watching International Movies.
- Writing Movie Reviews in Social Media.
- Listening to Music.
- Playing Cricket, Chess.

Personal Details

Name : Akhil Prakash
Father's Name : Jayaprakash E.T.
Gender : Male
Marital Status : Single
Present Address : House No.16, Prashanti Nagar 3B
Edappally P.O. Kochi, Kerala
Pin code: 682024
Permanent Address : Erady House, Edappally P.O.
Kochi, Kerala Pin code: 682024
Nationality : Indian

Languages Known

English : Fluent (speaking, reading, writing)
Malayalam : Fluent (speaking, reading, writing)
Hindi : Intermediate (reading, writing, basic speaking)
Tamil : Beginner (speaking)

Passport Details

Passport Number : J8579432
Passport Issue Date : 08/12/2011
Passport Expiry Date : 07/12/2021

Declaration

I do hereby confirm that the information given in this form is true to the best of my knowledge and belief.

Place: Edappally
Date:

Akhil Prakash

