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Kerala

## Education

2021  
**MBA ( HR & Marketing )**  
TKM Institute of Management ,Kollam  
University of Kerala  
2018  
**BA English Language And Literature**  
Kuriakose Gregorios College ,Kottayam  
MG University

## Skills

- Team Work
- Team Player
- Leadership Skills
- Public Speaking
- Creative
- Stakeholder Management

## Language

English

Hindi

Malayalam

# Elsa Tara Joseph

Intend to enhance my working capacities and professional skills by serving the organization with sheer determination and commitment.

## Experience

○ June 2022 ~ Present

Company Name | Cognizant Technology Services, Kochi.  
( Payroll of DAY & DAY)

○ 14 April 2018 ~ 20 July 2019

Company Name | A.M Rubber Industries, Changanacherry, Kottayam.  
HR Admin/Recruiter

### HR Recruiter

- Sourcing profiles for Cognizant PAN India Resources Demands for various Cognizant Digital Requirements – Interactive.
- Sourcing of relevant profiles from various job boards like Naukri, Monster, Shine, Employee Referral and Social networking Sites like LinkedIn .
- Screening and short-listing candidates and maintaining recruitment metrics & trackers.
- Responsible for planning and organizing Recruitment Drives.
- Posting & advertising the jobs on various sites.
- Closely working with hiring manager and the stakeholders in gathering in the requirements and closing it within turn around time.
- Proficient in HR tools like Taleo (Talright) and spire, chire .

## Internships

○ 10.11.2021 ~ 31.12.2021

Company Name | GSS HR Solutions | Recruitment Trainee

○ 01.08.2020 ~ 01.09.2020

Company Name | Foodwagon Pvt Ltd | HR Executive

## Certifications

- Industrial Relations and Labour Laws by NIPM.
- Completed a course on building psychometric tools by CII.
- Certification course from Microsoft Excel Associate (October 2020).
- Completed Source PRO Certified Recruitment Professional & Sourcing Program.

## Achievements

- Emerged Runners-Up in the 16th Kerala State Throw-ball Championship (2017- 18) .
- Volunteer Secretary of National Service Scheme that won the Outstanding unit award in the University (2016-2017).
- Elected Sports Secretary of KG College, Pampady.
- Frontline player of District Throw-ball team (2017-2023)