

# Pooja Iyer

Chennai, Tamil Nadu

[pooja911919\\_xr7@indeedemail.com](mailto:pooja911919_xr7@indeedemail.com)

9345534998

## Work Experience

---

### **HR Executive**

Shriram City Union Finance - Chennai, Tamil Nadu

June 2018 to November 2018

Handling payroll activities from offer letter generation to relieving letter also supporting recruitment

### **Recruiter**

Success and beyond he partner - Mumbai, Maharashtra

October 2017 to January 2018

Worked on a part time basis as a recruiter fir BFSI sector

### **Recruitment Consultant**

Executive power - Mumbai, Maharashtra

November 2014 to July 2016

Handling end to end Recruitment for BFSI sector

### **Assistant Teacher**

MT Educare Ltd - Mumbai, Maharashtra

August 2012 to March 2014

Teaching social studies for 9th and 10 th Student

## Education

---

### **Diploma in Human resources management**

Welingkar institute of management studies - Mumbai, Maharashtra

June 2014 to June 2015

### **Bachelor's in Commerce**

Viva college mumbai - Mumbai, Maharashtra

June 2011 to June 2012

## Skills / IT Skills

---

- Ms office,Tally 9, Multimedia,C &C++ and advanced excel