S.GOUTHAM Mobile: +919500882128

Visa: Greencard Email:goutham2g@gmail.com

**CAREER OBJECTIVE:**

To be an astute learner and the best performer in your organisation.Seeking a position with a company that will allow me to fully utilize my communication, organizational, and problem solving skills.

**QUALIFICATION:**

Bachelors in Business Administration. 2012-2015

SRM University, Chennai.

Major: Accounting, Organisational Behaviour

Course Highlights: Business Management, Industrial Law, Sales and Marketing

**AREA OF INTERESTS:**

Financial Services, Human Resource Management.

**TECHNICAL SKILLS:**

**MS Office :**  Excel, Word, Access, PowerPoint, Outlook

**Operating Systems:** Windows Vista/ 7, 8 and 8.1

**Professional Experience:**

**PRASANNA CONSULTING SERVICES Madurai, Tamil Nadu** Recruiter / HR Administrator January 2015- June 2015

* Provide administrative support to Human Resources department of the organization
* Establish and post job adverts on job search websites
* Schedule and organize interviews with suitable candidates
* Prepare necessary documents, job description and interview questions for the organization
* Communicate requirements and duties to prospective candidates
* Assist recruitment specialist in screening eligible candidates
* Maintain good relationship with all candidates, employees and corporate clients
* Keep records of candidate interviews and report them to recruitment managers
* Participate at recruiting events when the manager cannot attend
* Maintain the internal CV-s database

**PERSONAL SKILLS:**

* Good communication skill.
* Dedicated and sincere.
* Believes in hard and smart working.

**PROJECT WORK:**

**Specialization:**

To study and examine the effectiveness of the product from customers opinion towards MRF TYRES in Indian market sector.

**Description:**

The main objective of this project is to know the attributes of the customers which creates them to buy our product from the market and gathering their personal motives why they prefer MRF TYRES, assuming their point of view towards our companies product, what makes them to buy our product, considering all the needs and wants of the customers and fulfilling their demand and to know the valuable suggestions from the customers. It is entirely based and focused on customers. It also covers the information about the mind set which may varies from situation and where the respondents may not be able to give required and accurate information.

**COMPANY : MRF TYRES**

**PROJECT TITLE : CUSTOMER SATISFACTION**

**DURATION : ONE MONTH**