

CONTACT

☎ (+91) 8447138504

📍 Bengaluru, INDIA

✉ mshreeja06@gmail.com

📅 3 Years 0 Month of experience

EDUCATION

2020

MBA/PGDM - HR/Industrial Relations

Dr. APJ Abdul Kalam Technical University, Lucknow

B.Com - Commerce

Ch Charan Singh University (CCSU), Meerut

KEYSKILLS

works well under pressure

optimistic in grasping new trends

Problem Solving Skills

Interpersonal Skills

Effective Communication

Team Skills

Team Management Skills

CERTIFICATIONS

🏆 Recruitment and Selection Process

LANGUAGE

English

Malayalam

Hindi

M.SHREEJA

RECRUITER (HR)

PROFILE SUMMARY

To pursue successful HR career to gather knowledge & experience, so that I can excel on optimum use of Human Resources and can successfully handle personnel in any organization with dedication and provide my efficiency to the fullest in order to achieve mutual development.

WORK EXPERIENCE

2023 - Present

Recruiter (HR)

Cogito Tech

- Leveraging job portals such as LinkedIn and Naukri to recruit full-time and freelance employees with expertise in diverse subjects domains.
- Managing back-end operations encompassing offer letter processing, documentation, and onboarding to deliver a seamless onboarding experience for new hires.
- Collaborating with internal HR partners in developing strategies to manage current and future headcount.
- Evaluating and curating candidate profiles according to job descriptions, aligning skill sets with organisational needs.
- Handling candidate communication, promptly responding to queries and facilitating telephonic interviews with team managers.
- Organising and implementing employee engagement events and weekly team bonding activities, nurturing a positive work culture.
- Designing, developing and maintaining the recruitment process in the organization including its description, recruitment measurement definitions and so on.

SOCIAL LINKS

<https://www.linkedin.com/in/m-shreeja-2112622b9?>

Exploring industry best practices on recruitment and staffing and implementing them in the organization.

2022 - 2023

Career Counselor

Sankalp Vedhika IAS Academy

- Making calls on given data.
- Conducting seminars and webinars to school & colleges
- Briefing about courses, classes and pedagogy.
- Submitting reports on weekly basis.

2021 - 2022

Assistant (HR)

Parivar Seva Sanstha

- Designed comprehensive job descriptions and specifications, outlining key knowledge, skills, and abilities for various roles.
- Conducted end to end in house recruitment from job posting on platforms like Naukri and LinkedIn to multi - channel sourcing, screening and scheduling interviews.
- Managed the entire interview process, including telephonic interviews, scheduling, follow - ups, and feedback actions, ensuring a seamless process till the successful closure of positions.
- Organized and conducted employee induction programs, facilitating smooth onboarding process.
- Prepared offer letters, appointment letters, streamlining the documentation process
- Conducting employee engagement activities.

2021 - 2021

Trainee (HR)

E Waste Recyclers India Pvt Ltd.

- Hiring of employees as per organization requirement.
- Handling joining and exit formalities of employee.
- Preparation of offer letter, retirement letter and termination letter.
- Coordinating recruitment and selection process.
- Maintaining training document and MIS report.

2021 - 2021

● HR (Intern)

E- Waste Recyclers India Pvt. Ltd

Hiring of candidates maintaining records of employee joining and induction of new joinies Making Attendance sheet

PROJECTS

Recruitment And Selection Process

2 Months

Hiring of candidates joining formalities Orientation's of candidates Documentation