



Abisha Baby

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Talent Acquisition manager offering several years of management experience and development of high-performing teams through recruitment, training, organizational development and evaluation of performance. Strong record of accomplishment working with senior managers to build organization to meet performance goals. Strong background in directing hiring practices, implementing employee policies, managing employee payroll and benefits and working with executive team to develop talent acquisition and retention goals.

Professional Experience

September 2023 - March 2024

Asst. Manager – HR - Infenox Technologies Pvt. Ltd., Kochi, Kerala

- Recruitment (In-house)
- Contract Hiring
- Social Media Accounts Management
- Administrative Works
- Client Coordination
- JD Preparation
- Candidate Sourcing (Social Medias, Job Portals, Head hunting, etc.)
- Interview Coordination
- Employee Engagement and Operations
- Payroll Management
- BGV Initiation & Process till On boarding

April 2021 - September 2023

HR Manager - Zylyz Global Consultants(Autograff.in), Kochi, Kerala

- Recruitment (IT & Non-IT)
- Social Media Accounts Management
- Administrative Works
- Invoice Preparation
- Client Coordination & Negotiation
- JD Preparation
- Candidate Sourcing (Social Medias, Job Portals, Head hunting, etc.)
- Interview Coordination
- Team Handling
- Asset Management and Allocation
- Employee Engagement

September 2019 - March 2021

HR Coordinator - CompetentPool, Kalamassery, Kochi, Kerala

- Recruitment (IT & Non-IT)
- Social Media Accounts Management
- Administrative Works
- Participation in Job Fairs
- Customer Support & Negotiation
- Invoice Preparation

August 2018 - June 2019

Support Engineer - GetLead Analytics Pvt. Ltd., Calicut, Kerala

- Technical Support
- Customer Service
- Proposal, Estimate & Invoice preparation.
- Bulk SMS, Bulk Mail
- In charge: Accounts (Payroll, Invoice & Estimate to Clients)
- Social Media Creation and Management
- Content Development (Web Content and Blog Content) and Quality Check
- Keyword Analysis and Competitor Analysis
- Email Integration
- Microsoft Excel (Forms) And Power Point (PPT Preparation)

Education

- **Diploma (CSE)** - 2016 - Women's Polytechnic College, Kalamassery, Kerala
- **Plus Two** - 2013 - S. N. V. Skt. H. S. S., Nandhyattukunnam, Kerala
- **SSLC** - 2011 - S. N. V. Skt. H. S. S., Nandhyattukunnam, Kerala

Certifications

- **Office Automation** (LCC)
- **Apprenticeship - Computer Technician Trainee** (Travancore Cochin Chemical Ltd.)
- **Software Testing** (Wahylab)

Key Skills

- Employee Counselling
- Retention Strategies
- Employee Relations
- Job Analysis
- Talent Acquisition (IT & Non IT)
- Contract Hiring
- Asset Management & Allocation
- Performance Evaluation
- Payroll Management
- 360 Recruitment
- Onboarding and Exit Formalities
- Organizational skills
- Client coordination & Management
- Lead Generation, New Client On boarding
- Microsoft Excel, Power Point, Word, Google Sheet Social Media Management
- HTML, C, Word press, Digital Marketing, Canva
- Communication & Presentation Skill
- Organizational Development