

Sahana R H

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Place: Ramanagara, Karnataka, India

OBJECTIVE

To work in a professional organization that provides a platform in which all my skills and knowledge can be utilized, to maximize the growth and expansion of the organization and myself as an individual.

EDUCATION

BE-Electronics and Instrumentation

JSS Academy of technical education, Bengaluru - 2016 - 2020

LANGUAGES

- English - Full Professional Proficiency
- Kannada - Full Professional Proficiency
- Hindi - Limited Working Proficiency

SOFT SKILLS

- Team Player
- Communication
- Leadership Interpersonal
- Time Management

SKILLS AND KNOWLEDGE

- Worked with Different hiring Platform - Naukri, Indeed, Internshala, LinkedIn etc.
- Communication and HR trainer.
- Worked as Freelance recruiter for Way2go consultancy.
- Human Resource Management
- Remuneration and Compensation Management
- Payroll
- Labour Laws and Statutory Compliances
- Disciplinary Procedure
- Human Resource Information System (HRIS)
- Business Acumen

CERTIFICATION

- Completed **Advanced HR Management** course certification from Internshala under the guidance of professional experts.
- Completed **Digital marketing** course Completed a course certification from Internshala under the guidance of professional experts.

ACHIEVEMENTS

- Successful hiring of candidates in 1 Month and awarded best work of the month - February 2023
- Best Student Placement coordinator from JSS academy of technical education. (2018 – 2020)
- Best Student Award - 2014

WORK EXPERIENCE

1.Placement Coordinator and HR (Remote)

Cyberive Ionots Technologies Pvt. Ltd – 10/2022 – 4/2022

Responsibility

- Managing the recruitment and selection process, including posting job openings, reviewing resumes and applications, conducting interviews, and making hiring decisions.
- Developing and implementing human resources policies and procedures, such as employee handbooks, performance evaluation processes, and benefits programs.
- Conducting training and development programs to enhance employee skills and knowledge. Providing job search assistance to students or job seekers, including resume and cover letter writing, interview preparation, and job application guidance.
- Organizing job fairs and other events to connect students or job seekers with potential employers.
- Worked as Academic counselor.
- Companies which I worked with - Value mentor, SISA, Sennovate, Bluesapphire, Stickman cyber, Terralogics.

2.Human resource Intern(IT) (Remote)

Plaxka Business Consultancy -- 8/2022-10/2022

Responsibility

- Hired for different positions - Python developer, Java developer, Data analyst, Data scientist etc. for companies such as All Go vision, GoDigital, Uttunga technologies private Limited etc.

3.Business development Executive Intern (Remote)

Wise Yatra – 6/2022-8/2022

Responsibility

- Planning for International trips and budgeting, booking.

4.Student placement co-ordinator

JSS Academy of technical education, Bengaluru (2018-2020)