**RESUME**

**PRAKASH.M**

No.21,13th cross street, Dhanalakshmi nager,

Maduravoyal, erikarai, Chennai – 600095.

Mail id : [prakashmba74@gmail.com](mailto:prakashmba74@gmail.com).

Contact : 8344456838.

**CAREER OBJECTIVE:**

To build upon my present knowledge and to contribute towards the growth of organisation and society with my skills and experience, leading towards my growth and development.

**WORK EXPERIENCE:**

Organisation : Trinity enterprises

Location : Chennai

Designation : HR ( Field recruiter)

Duration : (July 2019 – July 2021)

Organisation: Varna human resources

Location: chennai

Designation : HR (Field recruiter)

Duration: (February 2022 - Nov2022)

Work description :

Performing in-persons and phone interviews with candidates . coordinating interviews with hiring managers. Following up on the interview process status. Maintaining relationship with both internal and external clients to ensure staffing goals are achieved.

Identifying the right candidates with required skill set and experience and make sure that it should match with the requirements as per the job. Sourcing candidates by online and ground level staffing.

Responsibilities of closing the entire clients needs and fill the manpower wherever the candidates are need on urgent basis. Communicated with candidates across each step of the application process and updated the status of each candidate with the HR executive.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF THE COURSES | NAME OF THE INSTITUTE | PERCENTAGE | YEAR OF PASSING |
| **MBA** | Sri mutukumaran institute of technology, mangadu. | 60% | 2019 |
| B.COM | Kandaswamy naidu college for men, anna nager. | 65% | 2016 |
| HSC | Velammal memorial matric hr sec school, maduravoyal | 80% | 2013 |
| SSLC | Velammal memorial matric hr sec school, maduravoyal | 71% | 2011 |

**TECHNICAL SKILLS :**

* **Tally erp9**
* **TDS**
* **GST**
* **Microsoft excel**
* **Microsoft word**

**STRENGHTS :**

* quick learner
* problem solver
* honesty and integrity
* dedication
* punctuality

**KEY SKILLS :**

* Good communication
* Leadership
* Book keeping
* Knowlegdge of accounting practices
* Preparation of financial statement
* Perform monthly, quarterly and annual accounting activities
* Purchase and sales
* Quickbooks
* Data entry
* Time management
* Positive attitude
* Screening resumes
* Maintain relationship with both internal and external clients to ensure staffing goals are achieved.

PROJECTS:

|  |  |  |
| --- | --- | --- |
| Name of company | Title | Duration |
| Shield health care pvt ltd | ESIC and PF | I month |
| IKYA manpower | Recruitment and selection process | 3 month |

**PERSONAL DETAILS:**

Date of birth : 08/10/1994

Father’s Name : S. Muthal

Mother’s Name : M. Malliga

Gender : male

Martial status : married

Nationality : Indian

Languages known : Tamil, English.

**DECLARATION:**

I hereby declare that the above mentioned information is correct up to my knowledge and i bear the responsibility for the correctness of the above mentioned particulars.

Place:

Date:

(**M.PRAKASH)**