

RIYASINI P

MASTER OF BUSINESS ADMINISTRATION

ABOUT

To look forward to work in an organization to enhance my knowledge, skills and experience that would allow me to contribute towards achieving goals to best of my potential in the field of HR recruitment flexible to work in any environment as required.

INTERNSHIPS

INCREDIBLE JOBS PVT LTD

2 Month

TALENT ACQUISITION EXECUTIVE

- Sourcing and screening of candidates.
- Post job description on jobs sites, social media internally.
- Worked in the Recruitment of IT and Non-IT teams using executive search and used various sourcing strategies and marketing procedures for efficient process.
- Conducting initial phone screens, and maintain candidates information in the candidate Management System.

RAMSOL CORPORATE PVT LTD

2 Month

HUMAN RESOURCE

- Sourced candidates through web portals Naukri, Monster and LinkedIn.
- Strong Knowledge of recruiting-based websites, applicant tracking system and creative sourcing techniques.
- Regular tracking pipelines, priorities and performance data share within the internal stakeholders.

2 Month

IFORTIS

Sales and Marketing

- Explaining the facts of the events to our contacts and generating sales.
- Representing our company to our friends and family on various social media platforms.
- Creation of key visuals & Presentations.



CONTACT



7530086657



riyasini.mb20@bitsathy.ac.in

LEADERSHIP SKILLS

- HR Coordinator at Bannari Amman Institute of Technology
- Organized various events

PERSONAL SKILLS

- Team Worker
- Self Discipline
- Hard Working
- Communication
- Good at handling different kinds of people
- Adaptable

EDUCATION

MBA-(2020-2022)

Bannari Amman Institute of Technology

GPA 9.39

BACHELOR OF COMMERCE WITH PROFESSIONAL ACCOUNTING-(2017-2020)

Dr. SNS Rajalakshmi college of Arts & Science

GPA 7.427

HSC-(2017)

Vijayalakshmi Matriculation Higher Secondary School

Completed with 75 %

SSLC-(2015)

Vijayalakshmi Matriculation Higher Secondary School

Completed with 85 %

CERTIFICATIONS

- Certified in **Diploma in Human Resource** by Alison issued on Mar 2021.
- Certified in **Step Course** on English Language conducted by The Hindu Groups.
- Certified in online Masterclass on **Instagram Marketing** essential in IIDE.

PAPER PRESENTATION

Published Paper titled "**Financial and Trade Economics**" by Bharathidhasan University.

DECLARATION

I hereby declare that all the above-mentioned information given by me is true and best to my knowledge.

RIYASINI P

TECHNICAL SKILLS

- MS Word
- MS Excel
- Oracle and MYSQL
- Business Communication
- Recruiting

AREA OF INTEREST

- Human Resource
- Sales and Marketing
- Digital Marketing

LANGUAGES KNOWN

- Tamil
- English
- Kannada

HOBBIES

- Playing Shuttle
- Travelling
- Gardening
- Listening Music

PERSONAL INFORMATION

NAME : P.Riyasini
DOB : 22/06/1999
GENDER : Female
NATIONALITY : Indian