

RESUME

Raveena Mohan

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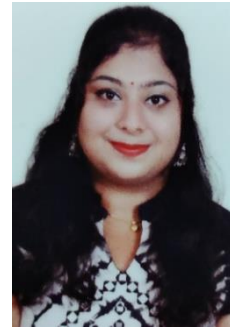
Mobile no: 9597830167

Linkden ID – Raveena mohan

(link below)

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mohan-43792618b



CAREER OBJECTIVE

- **To work in a challenging environment that builds up confidence, my creativity and also to adopt towards team in order to contribute my best effort and growth welfare of the organization.**
- **Spending time by learning never fail. Love the Job what ever it is.**

EXPERTISE

- **HR Administration**
- **Sourcing and Recruitment**
- **HR Functions**
- **Employee Management**
- **Team Management**
- **Communications**
- **Decision Making skills**
- **Flexible in work**
- **Networking**

EDUCATIONAL QUALIFICATION

Qualification	Institution Name	Year of Passing	% of marks
HSC	Bayanes Baptist church Hr. Sec. school	2016	54.66%
SSLC	C.S.I Hr.Sec.School	2014	75%
BSc Visual Communication	SRM University	2016 - 2019	69.9%
MBA (HR and Marketing)	Guru Nanak College	2019-2021	70%

WORKING EXPERIENCE

- ✓ **Club Oxygen – Oxygen Resorts (11th Oct 2021 – Present)**
 - **Parent Company : Chemmanur International Holidays and Resorts Ltd**
 - **Role : HR Executive – Tamilnadu Branch**
 - **Recruitment**
 - **Conducting interviews**
 - **Raising ARM(Annual remuneration matrix) for Shortlisted Candidates (Attaching Pay Slips and CV)**
 - **Manpower Budgeting**
 - **On – Boarding Process**
 - **Offer letter and annexure for New joiners**
 - **Issuing Appointment Letters**
 - **Creating Biometric Access**
 - **ID Cards & Visiting Cards for new Joiners**
 - **Creating new employee code and generate employee HRMS Login**
 - **Scheduling induction for new Joiners**
 - **PF & ESI Details to corporate to process the salary**
 - **Documentation**
 - **Changing employees Probation to Permanent**
 - **Exit Formalities (Exit forms and No due Clearance form)**
 - **Handling Company Bills**

- **Maintaining Asset Report**
- ✓ **Redsol Global (28th JUN 2021 – 8th OCT 2021)**
 - **Client : Atos Syntel**
 - **Role: Recruiter – Client Support**
 - **Recruitment**
 - **Sourcing profiles**
 - **Screening resumes**
 - **Client management**
 - **Coordinate with Candidates (Interview till Onboarding)**
- ✓ **PROJECTS**
 - **SOFTONE HR SOLUTIONS**

Project Title – Effectiveness of Training

(28th OCT 2020 – 31st DEC 2020)(INTERN)

 - **Recruitment (IT& NON – IT)**
 - **Sourcing profiles**
 - **Screening resumes**
 - **Speaking up to the candidate for opening**
 - **Sending call letter**
 - **Following up the candidate for the interview**
 - **Checking up the candidate after joining**
 - **HR blogs**
 - **MGM HealthCare**

Project Title – Work Life Balance of Nursing, Paramedical and Non – Clinical.

(2th JAN 2021 – MAR 31st 2021)

 - **Recruitment**
 - **Scheduling interviews**
 - **Following with employees**
 - **Documentation**
 - **Co – Ordinate for JCI Audit**
 - **On Boarding process**
 - **Verification of documents**
 - **Employee Background check (antecedent)**
 - **Generating ID Cards**
 - **Open bank account for New joiners**
 - **Maintaining the data of employees to complete the documentation (Incomplete Health checkups reports, Privileging forms, Job**

description and other employee's personal information documents)

▪ **VIJAY TV(DEC – INTERN)**

Question preparation for the show (game show), Guide the guest, Learnt basic editing, Inviting guests, Assistant cameraman and Audience coordination.

▪ **RAJ TV (NOV – INTERN)**

Script work presentation, Class about budgeting and marketing, Assistants, Observation of shows and Observation of news & live news

▪ **PUTHIYA THALAIMURAI TV(JAN –INTERN)**

Research work, Power point presentation, Preparation for sakthi awards, Assistant for shoots, Searching location for shoots, Observation of shows
Noting one line story Outdoor shoots (public opinion)

TECHNICAL SKILLS

- **Basic Computer Knowledge**
- **Communication**
- **Time management**
- **Self-motivation**
- **Leadership**
- **Adaptability**
- **Problem - solving and decision – making**

STRENGTH

- **Positive Attitude**
- **Co - ordination**
- **Honest**
- **Confidence**
- **Motivation**
- **Easy Going**

PERSONAL DETAILS

Name : **Raveena.M**

Father's Name : **K. Mohan kumar (Late)**

Mother's Name : **M. Jayashree**

DateofBirth : **12.01.1999**

Gender : **Female**

Nationality : **Indian**

Cast : **BC**

Religion : **Hindu**

Languages known : **Tamil (only speaking), English**

Marital Status : **Single**

Email : raveenamohan1433@gmail.com

Mobile number : **9597830167**

DECLARATION:

I hereby declare that the above mentioned information is true and correct to the best of my knowledge.

DATE:

PLACE: CHENNAI

(Raveena.M)