

# Srilekha Pradeepa CM

Email: [srilekhacm@gmail.com](mailto:srilekhacm@gmail.com)

Phone: 8608485773 | 8838491311

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## **CAREER OBJECTIVES**

To be a part of the organization where there is provision for widening my skills and overall knowledge and to ensure sufficient exposure and technologies in a supportive environment.

## **PROFESSIONAL SUMMARY:**

To work with a reputed institution as an Assistant professor, & Hr Co-ordinate in 13+ years' experience will provide me a good platform to utilize my skills will help me to grow my career.

### **Senior HR Recruiter|Paresh Hr Solutions**

Coimbatore, TN - August 2021 - Current

**Candidate Screening:** Recruiters are responsible for screening resumes to determine which candidates meet the minimum requirements. Recruiters then move chosen candidates on to the next step in the hiring process.

**Interviewing:** In some organizations, recruiters are responsible for conducting initial interviews, which are then used to narrow the number of potential candidates who will be interviewed by the hiring manager. Often times, recruiters will set up interview appointments between the chosen candidates and the hiring manager.

**Reference and Background Checks:** After interviews have taken place and the hiring manager expresses an interest to hire a candidate, the recruiter is often called upon to coordinate the reference and background checks.

### **HR Manager|Sakthi River Resorts -Pollachi**

Coimbatore, TN - August 2020 - February 2021

## **JOB RESPONSIBILITIES**

- Ø Design hiring plans for all hotel departments based on seasonal needs
- Ø Interview and assess job candidates
- Ø Human Resource Planning. & Job Analysis and Design.
- Ø Hiring Candidates , Training and Development.
- Ø Monitor Performance., Maintaining Work Culture.

**Hospitality Trainer / Skill Development Trainer|**

**CEDP SKILL INTITUTE Mumbai**

**Mumbai -thane, Maharashtra - November 2018 - February 2020**

**JOB RESPONSIBILITIES**

Handling class for Departments

Ø F & B service, Basic F&B Production

Ø Front Office Operations, Housekeeping

Ø Sending a daily duty report to Academic coordinator by E-mail,

Ø Handling two branch's **Borivali and Thane**

Ø Handling More than 5 Batches

Ø International Hotel magenta (IHM, HM & NGO)

**Assistant Professor |VLB Janagiammal Collage of Arts and Science**

**Coimbatore, TN - November 2016 - August 2018**

**JOB RESPONSIBILITIES**

Handling class's Final year (class tutor) & Second year,

Ø Advance F&B, Service

Ø RDM (Room Divisional Management)

Ø F&B Management

Ø Bar operation Management

**Junior Training Officer / Placement & Recruiting |GOVERNMENT ITI,**

**Chennai, TN - March 2013 - June 2016**

**JOB RESPONSIBILITIES**

Ø Training and Development.

Ø Design Workplace Policies.

Ø Placement & Recruiting

Ø Monitor Performance.

Ø Maintaining Work Culture.

Ø Resolve Conflict.

**Designation : Banquet /Event Coordinator |DECCAN PLAZA**

**Chennai, TN - May 2010 - February 2012**

**JOB RESPONSIBILITIES**

- Develops Guest Satisfaction and Sales Maximization
- Achieve optimum food cost percentage and service per employee
- Coordinates regularly with the Executive Chef in regard to improvise on the buffet setups and menu
- Responsible for the sales and operation of the banquet department

**HR Recruiter Junior |AMSOFT SOLUTIONS PRIVATE LIMITED**

**Chennai, TN - May 2006 - December 2008**

**JOB RESPONSIBILITIES**

**Joined as a TeleCaller on 2007 got a promotion as Hr Executive**

Ø Partnering with hiring managers to determine staffing needs

Ø Screening resumes

Ø Performing in-person and phone interviews with candidates

Ø Coordinating interviews with the hiring managers

Ø Following up on the interview process status

- Ø Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Ø Communicating employer information and benefits during screening process
- Ø Completing timely reports on employment activity
- Ø Conducting exit interviews on terminating employees

### **Skill**

- Business requirements understanding
- candidate pipeline management
- Full cycle recruiting
- Contract Negotiation

### **Software Skill**

- MS office (Word, Excel, Power point)
- Windows
- Online Booking and payment
- Tamil Typing
- Video Editing

### **GRADUATION:**

High School - Jun 2000 - May 2002

**Ebenezer Matriculation Higher Secondary School** | Perambur Chennai

Jun 2000 - April 2002

**Bachelor of Science - Jun 2002 - May 2005 (Hotel Management )**

Poonga College of Arts & Science. | Chennai

### **PERSONAL PROFILE:**

Name : Srilekha Pradeepa C.M

Father Name : C.Mani

Marital Status : Married.

Date of Birth : 02/01/1982

Current Address : Coimbatore

**Languages Known : Tamil, English, Telugu, Hindi**

### **DECLARATION:**

I hereby declare that the above furnished details are correct to the best of my knowledge and belief.

Date:

Yours Faithfully

**Place: Coimbatore**

**Srilekha Pradeepa C.M**

