

STEFFY VARGHESE

Human Resource Executive

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Dilshad Garden, Delhi

OBJECTIVE

To obtain an HR Executive position where I can utilize my experience & energy to contribute to company success and grow my career.

EXPERIENCE**Jr. HR Executive at Tech2Globe Web Solutions LLP**

(May, 2019 – Present)

- Handle various job portals
- Facilitate the entire recruitment process: sourcing, screening, testing & interviewing applicants.
- Coordinate with various departments to create job descriptions
- Carry out background verification process
- Salary negotiation
- Provide orientation for new hires by providing information packets, reviewing company policies and explaining benefit programs
- Document & track human resources actions by completing forms, reports, logs & trackers
- Address & resolve employee queries
- Identifying policies & procedures that need to be updated

ACHIEVEMENTS

Won Employee of the Month Award (Nov, 2019)

ACADEMICS

- | | |
|----------------------|----------------------|
| ➤ MBA (HR) | MGU, Kottayam (2017) |
| ➤ B.Sc (Mathematics) | MGU, Kottayam (2015) |

STRENGTHS

- IT recruitment
- Induction & joining formalities
- Documentation & tracking
- Calendaring & presentation skills
- Administrative writing & reporting

PERSONAL PROFILE

Father’s Name : Varghese Mathew
Date of Birth : Feb 21, 1994
Gender : Female
Nationality : Indian
Languages : English, Hindi, Malayalam

DECLARATION

I hereby declare that the particulars written above are true to the best of my knowledge and belief.

(Steffy Varghese)