



Sneha KV

Kizhakkekalam House , Panthalampadaam ,Panniyankara Post,Palakkad
District 678683

7025992069 | snehavelayudhan75@gmail.com

Objective

Motivated HR professional seeking to leverage expertise in recruitment and employee relations to enhance organizational culture and drive talent acquisition strategies that support business growth and success

Experience

• GLOINNT Solutions Bangalore

HR Recruiter

- Post Jobs: Create and share job openings on websites and social media.
- Screen Resumes: Check resumes to find suitable candidates.
- Source Candidates: Look for potential candidates through various channels.
- Conduct Interviews: Schedule and carry out initial interviews.
- Work with Hiring Managers: Collaborate with managers to understand their hiring needs.
- Communicate with Candidates: Keep candidates updated throughout the process.
- Check References: Verify candidates' backgrounds with reference checks.
- Prepare Job Offers: Create and present job offers to candidates.
- Support Onboarding: Help new hires transition smoothly into their roles.
- Manage Data: Keep accurate records of candidates and recruitment metrics..
- Improve Processes: Stay informed on recruitment trends for better practices.
- Diversity Recruitment: Focus on attracting a diverse group of candidates.
- Network: Attend job fairs and events to find and connect with potential candidates.

01.04.2023 - 10.08.2023

• AVA Intern Edtech Company Bangalore

Business Development Associate

- .Conduct market research to understand the EdTech landscape.
- Identify new business opportunities within the education sector.
- Acquire new clients through outreach and networking.
- Demonstrate expertise in educational products and services.
- Build and maintain relationships with key stakeholders.
- Achieve sales targets and revenue goals.
- Offer tailored solutions to address educational needs.
- Explore new markets and segments for expansion.
- Collaborate with marketing for brand promotion.
- Collect feedback to improve products and services.
- Stay updated on industry trends and advancements.

01.03.2024 - 05.04.2024

• Canapprove Immigration Consultancy

Immigration Management Trainee

- Assess Client Needs: Understand clients' immigration goals and requirements.
- Provide Advice: Offer guidance on immigration options and processes.
- Review Documents: Check documents for accuracy and completeness.
- Communicate with Authorities: Liaise with immigration authorities on behalf of clients.
- Follow Up: Monitor the status of applications and provide updates to clients.
- Stay Updated: Keep up with changes in immigration laws and policies.
- Educate Clients: Inform clients about their rights and responsibilities in the immigration process.
- Resolve Issues: Help clients navigate and resolve any problems with their applications.
- Network: Build relationships with other professionals in the immigration field.
- Maintain Records: Keep organized files of client information and cases.
- Conduct Interviews: Meet with clients to discuss their situations and gather necessary information.
- Provide Support: Offer emotional and logistical support throughout the immigration process.
- Promote Services: Market consulting services to attract new clients.

17.06.2024 - Still

Education

• Bangalore North University

Masters -MBA in HR and Marketing

2023

• Calicut University Bcom Finance	2021
• MMHSS Commerce	2018
• MMHSS SSLC	2016

Projects

- **A study on Learning organization with reference to the employee engagement, retention and job satisfaction strategies used by IT industry in Bangalore**

The study on Learning Organizations within the IT industry examines strategies for enhancing employee engagement, retention, and job satisfaction. It delves into how IT companies foster a culture of continuous learning and development to empower their workforce. Through innovative training programs, mentorship initiatives, and feedback mechanisms, these organizations aim to retain talent and boost productivity. By analyzing these strategies, the study aims to provide insights into best practices for creating dynamic and fulfilling work environments within the ever-evolving IT sector.

- **A study on Digital Surge During the pandemic with respect to Amazon INC**

The digital surge during the pandemic has profoundly impacted companies like Amazon Inc. As lockdowns and social distancing measures forced consumers to shift towards online shopping, Amazon experienced unprecedented growth. The company's robust infrastructure and logistics capabilities allowed it to meet surging demand while adapting to new safety protocols. Additionally, Amazon expanded its offerings beyond retail to include essential services like grocery delivery and

streaming entertainment, further solidifying its position as a dominant force in the digital landscape. This transformation underscores the critical role of digital platforms in facilitating continuity and convenience during times of crisis, reshaping consumer behavior indefinitely.

- **A study on consumer perception towards Akshaya Center.**

The exploration of customer satisfaction within the Kannambra Panchayath government firm delves into the effectiveness of public service delivery and citizen engagement strategies. It scrutinizes the extent to which government services meet the needs and expectations of the local populace. Through surveys, feedback mechanisms, and performance evaluations, the study assesses the quality, accessibility, and responsiveness of services provided by the Panchayath. By understanding the dynamics of citizen-government interactions and identifying areas for improvement, this research aims to enhance service delivery, foster trust, and ultimately elevate overall satisfaction levels among residents of Kannambra Panchayath.

Activities

- National Service Scheme Volunteer

Languages

- Malayalam (Native) English Tamil

Certifications

- Entrepreneurship
- Digital Marketing
- Logistics and SCM

Software Skills

- MS Excel
- Outlook
- MS office
- HRMS
- PowerPoint
- Zoho CRM
- Zoho Mail
- MS Word