



SHAHANA T

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08/05/1999

OBJECTIVE

A fresher recruiter is responsible for finding and attracting top talent for entry-level positions in a company. Their primary focus is on identifying and hiring recent graduates or individuals with little to no work experience.

SKILLS

- Excellent communication skill
- Strong networking
- Ability to evaluate potential
- Knowledge of recruitment software

LANGUAGE

- English
- Malayalam

EXPERIENCE

2021	Ignite Skill Academy - HR Recruiter •Sourcing candidates •Screening resumes and applications. •Conducting interviews and assessments. •Coordinating with hiring managers. •Extending job offers. •Providing orientations.
2022	Edelweiss Wealth Management - Wealth Manager •Identify, develop, and manage client relationships deliver a suite services and products catered to the clients requirements •Negotiate & structure transaction proposals that cater to the client requirements and meet their boarder investment objectives •Leverage the integrated Edelweiss platform, establish synergies to scope opportunities continuously for clients
2023	Tata Capital Housing Finance LTD - Support Coordinator •Supporting Relationship executives •Verifying customer details accuracy •Keeping organized sales records •Coordinating Files •Documentations •File disbursment

EDUCATION

2015	CH Muhammed Koya Memorial Higher Secondary School Class X
2017	CH Muhammed Koya Memorial Higher Secondary School Class XII
2020	Mahatma Gandhi College Iritty (Kannur University) BBA
2022	Pondicherry Central University MBA (HR & FINANCE)

PROJECTS

FIELD BASED ENTREPRENEURSHIP PROJECT AT E- PLANET

STUDY ON SATISFACTION OF SALARIED CLASS WITH RESPECT TO USE OF E- PAYMENT SERVICES

THE STUDY OF EMPLOYEES WORK LIFE BALANCE IN CRUST 'N' CRUMB FOOD INGREDIENTS PVT LTD

REFERENCE

Abey Mathew - Area Sales Manager
Edelweiss Wealth Management
8129592247

ACHIEVEMENTS & AWARDS

BEST HR INTERN FOR THE MONTH
ACHIEVING NCA TARGET ON MAHA LOGIN DAY

TRAINING AND CERTIFICATIONS

HR INTERN Crust 'n' Crumb Food Ingredients Pvt Imt
SOCIAL MEDIA MARKETING INTERN AT WOMENITE
FUND RAISING INTERN AT TARE ZAMEEN FOUNDATION