

Nimisha Babu

HR Recruiter

 nimisha4190@gmail.com  8593936743  Calicut,Kerala  19/10/2000  Single

 Female  Nimishababu

Education

Diploma in Computer Application and Business Management, RWPC Payyanur	2019 – 2022
HSE Biology Science, SIHSS Ummathur	2017 – 2019
SSLC, SIHSS Ummathur	2014 – 2017

Experience

HR Associate, Encore Recruiters Hub LLP	11/2023 – present
	Ernakulam

- Spend a significant amount of time searching for potential candidates using various methods such as job boards, social media platforms, LinkedIn, referrals, and networking events.
- Review resumes and applications to determine if the candidates meet the minimum qualifications for the job as per CTQ parameters of our client.
- Conduct telephonic interviews with candidates to assess their skills, experience, and suitability for the job.
- Help clients for documentation and onboarding procedures.
- Maintaining a good relationship with candidates.
- Conduct reference checks to verify the candidate's employment history, education, and other qualifications.
- Update recruitment trackers and share all required reports and updates to Team Leader.
- Recruiting and training junior recruits to our team.

HR Associate, Bizequip Advisory LLP	05/2023 – 11/2023
	Ernakulam

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- Conduct reference checks to verify the candidate's employment history, education, and other qualifications.
- Update recruitment trackers and share all required reports and updates to Team Leaders & Asst. Manager.

Business Development Executive, Inmakes Infotech Pvt Ltd	08/2022 – 02/2023
	Ernakulam

Area of Expertise

- Non IT recruitment.
- BFSI Recruitment.
- Sourcing.
- Head Hunting.
- Bulk Hiring.

Languages

- English.
- Malayalam.

Technical Skills

- MS Excel.
- MS Word.

Declaration

I hereby declare that, the information provided above is true and correct.

Nimisha Babu

Ernakulam, 11/07/2024