






Nimisha Babu

HR Recruiter

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

 Female  Nimishababu

Education

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

Experience

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|---|--------------------------------|
| HR Associate , <i>Encore Recruiters Hub LLP</i> | 11/2023 – present Ernakulam |
| <ul style="list-style-type: none">• 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 , <i>Bizequip Advisory LLP</i> | 05/2023 – 11/2023 Ernakulam |
| <ul style="list-style-type: none">• 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.• 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 , <i>Inmakes Infotech Pvt Ltd</i> | 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