

RESHMA CAROLINE ROZARIO

Mobile: 9789984613

caroline.rozie@gmail.com

Objective:

To pursue a challenging career in a progressive organization that gives me scope to apply my knowledge, experience and skills enabling my career growth combined with the organization's growth.

Core Competencies:

- 1-year experience as Front Office and HR Assistant.
- Hands on Recruitment (UK and Domestic) right from sourcing, screening, scheduling, interview follow-ups.
- Excellent communication skills to deal with people at all levels.
- Dedicated and hardworking.
- Ability to do multitask.

Expert in Portal: Naukri, Reed, Totaljobs.

Professional Experience:

Vectone Mobile Holding Limited - September 2017

Front Office / HR Assistant

Responsibilities:

- Answered, screened and directed inbound phone calls.
- Manage conference and meeting room bookings internally.
- Received and assisted visitors and escorted them to correct destinations; offices, rooms or meeting rooms.
- Manage employee's attendance and brake reports from FRS (Face Recognition System).
- Manage stationery.
- Supporting HR with its recruitment process.
- To manage the walk in's and hand over the employment form to Interview candidates and then directing them to HR.
- Resourcing, screening and short listing resumes through various job portals.
- Short listing the resumes based on desired skills and experience.
- Regular Follow-up with the Offered candidates till joining.

BBA project

Organization: CMC Limited (Computer Management Corporation Private Limited) Chennai

Project Title: Employee Training

Duration: 3 Months



Education Details:

MBA Pursuing

BBA 2016

HSLC 2013

SSLC 2011

Hobbies:

Glass Painting,
Making

Handicrafts,
Candle Making,

Reading, Nail Art

Strengths:

Microsoft Office
Suite (Word,
Excel, Outlook,
PowerPoint) and
Internet

Excellent
interpersonal
skills, strong
commitment to the
profession.

DECLARATION

I hereby declare that all the above furnished information is true to the best of my knowledge.

Date:

Yours faithfully,

Place: Chennai**Reference:**

Mr. Daniel Chalke, HOD, Department of Management Studies, Patrician College of Arts and Science.	098846 4701	dafejoch@gmail.com
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**PERSONAL
PROFILE:****Father's Name:**

H.K Rozario

Date of Birth:

30th NOVEMBER

1994

Marital Status:

Single

Sex:

Female

Languages**Known:** Tamil,

English, and

Malayalam

Mailing Address:

SR Moon Light

Apartment,

Flat No 'G', No 85

Giri Nagar,

Ramapuram,

Chennai –

6000089.