

# MALVIKA KAMARAJ

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## SUMMARY

As a Human Resource driven student, I've completed my Bachelor's degree in Management Studies from St. Andrew's College, Bandra. Currently, I'm looking for gaining further real world experience in the field of Human Resources by acquiring abilities in administration, leadership, communication and multi-tasking.

## EDUCATION

### Bachelor's of Management Studies (B.M.S)

July 2022 - April 2024

St. Andrew's College of Arts, Science & Commerce

- Overall CGPI: 7.98

### H.S.C | Commerce Stream

Oct 2019 - May 2022

MMK College of Commerce

- Percentage: 87%

### S.S.C | I.G.C.S.E

June 2017 - May 2019

Sanghvi Global School

- Percentage: 69%

## WORK EXPERIENCE

### RDS Staffing services

June 2023 - July 2023

HR Executive – Fresher (Specialized in BPO Recruitment)

Responsibilities Handled:

- **Sourcing:** Utilized job portals, social media platforms, and referrals to source potential candidates for BPO positions.
- **Resume Screening:** Conducted detailed reviews of applications to shortlist candidates aligning with job requirements.
- **Initial Candidate Interaction:** Handled telephonic or virtual pre-screening to assess communication skills and job suitability.
- **Interview Scheduling:** Collaborated with hiring managers to arrange and manage interview schedules effectively.
- **Database Management:** Maintained and updated recruitment records to ensure accurate and accessible candidate information.

### Green Rootz

Graduate Trainee Recruitment

June 2024 - Present

Responsibilities Handled:

- End to End Recruitment
- Understanding job description shared by clients
- Sourcing candidates through internal database, job sites, professional networking sites and references
- Briefing candidates about various job profiles that exist with clients
- Lining up interviews, preparing candidates for interviews, helping companies shortlist candidates
- Discussing offer, negotiating offer between client and candidate
- Ensuring joining of candidate in the company
- Coordinate with client

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## EXTRA CURRICULUM ACTIVITIES

### Social Outreach Program (SOP)

Nov 2022 - Feb 2023

- A task-oriented program for teaching English language skills to underprivileged children.
- Dynamic sessions like ideation activities, interactive workshops, and monitoring were a part of the practical program.

### Crew Member (AURA - College Fest)

Sept 2022 - Jan 2023

- Role of a crew member in Security Team
- Ensure smooth functioning of the events.
- Collaboration and teamwork with other teams.

### Hockey Tournament (MSDA)

June 2022 - Dec 2023

- Secured 2nd place in MSDA 2022
- Secured 3rd place in MSDA 2023

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## ADDITIONAL INFORMATION

- **Languages:** English, Hindi, Marathi, Tamil
- **Course:** Graphic Design, Sports Management Course
- **Certifications:** DSO Hockey Certificate, Football, Javelin DSO