

SREENATH V

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Dubai, UAE



Work Experience

HR Recruiter and Documentation Specialist

Emirates International Consultancy

Kochi, Kerala, India

12/2023 - 02/2025

Roles and responsibilities

- Conducted nursing recruitment
- Identifying staffing needs and writing job descriptions for various positions
- Established and managed a recruitment network on social media and other platforms
- Screened and interviewed candidates
- Presenting a shortlist to management for final selection
- Handled client interactions
- Arranging candidate interviews and facilitating the onboarding process
- Additionally, managed the receptionist area
- Ensuring efficient operation of front desk duties
- Assisted in day-to-day HR operations, including recruitment, onboarding, and employee documentation
- Maintained and updated employee records with a high level of accuracy
- Scheduled interviews, coordinated meetings, and managed calendars
- Organized and participated in employee engagement and training programs
- Assisted in drafting and posting job advertisements on various recruitment platforms.

HR Intern Mahindra Finance

12/2022 - 01/2023

Kochi, Kerala, India

Roles and Responsibilities

- Updated and maintained employee records to respond quickly to requests for information.
- Created complete records for new hires
- Enhanced candidate reach by posting vacancies on diverse digital platforms

Education

- 06/2021 to 10/2023
University of Kerala, Kerala, India
MBA: HR & MARKETING
- 06/2018 to 03/2021
University of Kerala, Kerala, India
BBA: Marketing

Expertise

- Recruitment & Onboarding Support
- Employee Records Management
- Benefits Administration
- Document Preparation & Filing
- Exit Formalities & Offboarding
- Verbal and Written Communication
- Conflict Resolution Support
- Handling Confidential Information
- Staff Coordination
- Time Management
- Attention to Detail
- Multi-tasking in Fast-Paced Environments
- Data Entry & Accuracy
- Report Preparation & Analysis
- Professionalism
- Team Collaboration
- Problem-Solving
- Adaptability
- Discretion and Integrity

Computer Skills

MS Office (Word, Excel & PowerPoint)

CERTIFICATIONS

- International Marketing, NPTEL (IIT KGP)
- Consumer Behavior, NPTEL (IIT KGP)
- Microsoft Power BI, Udemy
- MS Excel (V look up, H-lookup, Pivot table, formulas)

Languages

- English
- Hindi
- Malayalam

Personal Details

Date of birth: 10-01-2001

Nationality : Indian

Marital status: Single

Reference

- Aranya Somarajan
HR MANAGER
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hr@emiratesinternational.in

Declaration

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

SREENATH V