

SukanyaKrishnankutty
Malayankad
Pulayankudy(H) Erumathala p o
Aluva Kerala-683112

+91-9847514104
krishnansukanya3@gmail.com



Objective

Passionate and experienced recruitment executive skilled in Sourcing, Shortlisting, Employee Engagement activities, Documentation, Counseling, Attrition Management, Exit Interview and like to build my career as a Recruitment Specialist by enhancing my skills in dynamic and fast placed workplace.

Academic Profile

Year of passing	Institution	Course	Percentage/ Grade
2014-2016	SIMS (BHARATHIYAR University)	MBA (HR-FINANCE)	64%
2011 - 2014	M.E.S.COLLEGE. MARAMPALLY,ALUVA ERNAKULAM (M.G university)	B.B.A	42%
2011	S.N.D.P H.S.S ALUVA	PLUS TWO (COMMERCE)	62%
2009	ST.FRANCIS H.S.S FOR GIRLS ALUVA	S.S.L.C	60%

Academic Project

1. **Company Name** : Traco Cables irumbanam,Thripunithura
Title : Study on Employee welfare measures at Traco cables
2. **Company Name** : GTN Textiles Choondy, Aluva
Title : Statutory and non-statutory welfare measures at GTN Textiles Choondy ,Aluva

Academic Achievements

- Second prize for Presentation conducted in SIMS College.
- Achieving the day-to-day target in Big Bazaar.
- Awarded the Certificate of Successful Completion of the “ Values – Centered Leadership in Public Service Program” from Sims College

Work Experience

- 1) **Company Name** : **Forefront Solutions & Consultancies Pvt. Ltd.**
Designation : **H R Executive**
Duration : **2 March 2020 – Till now**

Job Profile:

- Develop and execute recruiting plans
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation
- handling IT requirements from US based client

- 2) **Company Name** : **zigma Securities**
Designation : **H R Assistant**
Duration : **2 June 2016 - 28 February 2020**

Job Profile:

- Handling external and internal communication and management systems.
- Managing clerical and other administrative staff.
- End to end recruitment activities.
- Supervising administrative staff and dividing responsibilities to ensure performance
- Manage phone calls and correspondence (e-mail, letters, packages etc.)

Technologies Used:

ATS, MS Office, Kredily, Outlook

Job Portals: Linkdin Naukri, Monster, Timesjobs

Personal Details

- Father's Name : : Mr. Krishnankutty
- Date of Birth : : 06-01-1993
- Nationality : : Indian
- Marital Status : : Single

Reference

- Swapna Muhammed (MBA, Phd)
MES Colleage ,
Marampally,Ernakulam
(MG University)
Mail id – sopnames123@gmail.com
Ph no- 9447918418
- Gowri.S (MBA,Phd)
PSG Colleage arts and science
Coimbatore
(Bharathiyar University)
Mail id – gowri@psgcas.ac.in
Ph no- 8220011587
- Habeeb
HR & Operation Manager
HR & Operations
Zigma securities
Kakkanad , Ernakulam

Mail id- habeebzigmasecurities@gmail.com
Ph no- 9895332780
- Lekshmi Sen
Senior Executive
HR & Operations
Forefront Solutions PVT Ltd
Kakkanad,Ernakulam
Mail Id – lekshmisen@gmail.com
Ph no - 9585235401

