

AJEESH JAYADAS



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VELASSERIL, NAMBARUVIKALA
ALUMKADAVU PO, KARUNAGAPPALL
KOLLAM, KERALA, INDIA-690573

SKILLS

- ❖ Organizer
- ❖ Executive Team leadership
- ❖ Client/vender relation
- ❖ Self confident
- ❖ Positive attitude
- ❖ Sincere and hardworking
- ❖ Honest
- ❖ Optimistic
- ❖ Flexible

EDUCATION

Bachelor of Business Administration from
One of the Reputed Universities in Kerala
(Kerala University)

COMPUTER KNOWLEDGE.

- ❖ M/S OFFICE

Passport Details

Date of Issue	:	24/01/2012
Date of Expiry	:	23/01/2022
Place of Issue	:	Trivandrum
Passport Number	:	K 1686787

Personal information

Father Name	:	JAYADAS
Date of birth	:	20/05/1979
Marital Status	:	Married
Nationality	:	Indian
Language Known	:	Fluent in Written and Oral English & Hindi



PROFESSIONAL SUMMARY

- ❑ **Muthoot Finance**
Worked as Assistant Manager at Delhi. From 2001 to 2005
- ❑ **Big Sales Market (Deal with Grocery)**
Worked as Administrative Manager at Kerala. From 2005 to 2008
- ❑ **Shri Shaaradha Vidhya Mandir**
Worked as a HR Recruitment Manager From 2008 to till the date.

WORK HISTORY

***Shri Shaaradha Vidhya Madir- Bangalore,
Karnataka, India***

Duties and Responsibilities of HR Recruitment Manager.

- ❖ Update recruiting procedures or create new procedures
- ❖ Supervise the recruiting team.
- ❖ Search for and enforce new sourcing method to find job candidates.
- ❖ Evaluate and suggest the best recruiting software for the employer.
- ❖ Suggest ways to improve the employer's brand.
- ❖ Research the best job advertising techniques.
- ❖ Advice hiring managers on proper interviewing methods.
- ❖ Attend career events and job fairs.
- ❖ Maintain relationships with both internal and external clients to ensure stating goals are achieved
- ❖ Communicating employer information and benefits during screening process.
- ❖ Staying current on the company's organization structure, personal policy, and federal and state laws regarding employment practices.

- ❖ Serving as liaison with area employment agencies, colleges and industry associations.
- ❖ Completing timely reports on employment activity.
- ❖ Conducting exit interviews on terminating employees.

HR Recruitment Manager Skills

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|--|---|
| ★ Proven work experience as a recruiting manager | ★ Networking and relationship building. |
| ★ HR academic background or a closely related field. | ★ Strategy formation. |
| ★ Significant experience in screening and evaluating candidates. | ★ Effective decision quickly. |
| ★ Knowledge of labour legislation. | ★ Strong interpersonal, presentation and communication skill. |
| ★ Experience and proficiency with applicant tracking software and HR data basis (ATS). | ★ Time management. |
| ★ Excellent understanding of recruitment process. | ★ Comfortable socializing with new people. |
| ★ Employer branding strategies. | ★ Doesn't shy away from a new challenge. |
| ★ Data analysis. | ★ Thinking under pressure. |
| | ★ Strong ability to meet deadlines. |
| | ★ Respectful, patient and empathetic to others. |