

CURRICULUM VITAE

C.Christina

Email Id- christina.chettiar28@gmail.com

Mob no. 7208503771



CAREER OBJECTIVE:

To work in an enriching environment that helps me utilize my skills and provides an opportunity to explore, learn and grow both professionally and personally.

ACADEMIC QUALIFICATION:

- Completed PGDM into HR from Welinkars - Jun 2016
- Completed B.Com from Mumbai University in the year 2010-2011 with First Class.

ADDITIONAL QUALIFICATIONS:

- MS-Office (Word, Excel, Power Point)

WORK EXPERIENCE:

- **Worked with OLLO PACK PVT LTD as Sales Coordinator since October 2024 to May 2025.**
- **Worked with Lands & Lands Pvt. Ltd. (Real estate firm) as Front Office Executive since April 2021 to April 2023.**
- **Worked with Kovai Public School as Teacher handling Pre KG class & taking Grade 1 to 3 Hindi subject since March 2019 till March 2020.**
- **Worked with Green Sources Pvt. Ltd. As HR Executive since June 2015 till October 2017**
Job profile includes:
HR Activities:
 - Sourcing of profiles from various job portals and references.
 - Shortlisting of candidates.
 - Scheduling of interviews.
 - Conducting of interviews with the managers.

- After selection, preparing the offer letter and sending of the offer letter.
- Completing the joining formalities like documentation, sending the documents to the background verification team.
- Conducting the induction for the new joiners about the company profile and about the HR rules and policies of the company.
- Coordinating with the IT team for official email id creation
- Introducing the new joiners to the team members
- After completion of documentation creating of Greytip HR ids for the new joiners and accordingly explaining them how to use the portal.
- Opening of bank A/c for the new joiners.
- Getting the new joiners employee ID card created
- Sending of Birthday mailer wishes to the employees.
- Maintaining Attendance, Leave calculation of the employees pan India.
- Salary processing.
- **Documentation and salary processing of the new joiners of Dubai & Saudi Arabia employees.**

Admin Activities:

- Vendor coordination.
- Handling the stationery and tea stock requirements of the company.
- Keeping a record of the fixed assets of the company on the company's software (Tracet)

➤ **Worked with Velankani Jobs since November 2013 till March 2015 as HR Executive.**

Job profile includes:

- Sourcing profiles from the various job portals, references, linkden
- Calling up candidates on daily basis from portals, references.
- Screening of candidates at the first level and then forwarding it to the respective clients.
- Recruited for IT, Non IT profiles.
- Scheduling interviews for the candidates and briefing them about the interview rounds on daily basis.
- Also co-coordinating with the HR's of our respective clients.
- Completing targets on monthly basis.
- Also generating new clients for the company.
- Maintaining MIS of the candidates and clients as well.

➤ **Coppergate Consultants- HR Executive Aug 2012 – till July 2013**

Job profile includes:

- Sourcing profiles from the various job portals
- Calling up candidates on daily basis from portals, references.
- Scheduling interviews for the candidates and briefing them about the interview rounds on daily basis.
- Managing in-house drives at the consultant.
- Also coordinating with the HR's of our respective clients.
- Completing targets on monthly basis.
- Maintaining MIS of the candidates and clients as well.
- Handling walk-in candidates
- Screening candidates from advisor to senior level.
- Also handling Lateral recruitment for our clients.

TYPING SPEED AND ACCURACY:25wpm, 95% Accuracy

LANGUAGES KNOWN:

English, Hindi, Marathi &Tamil.

PERSONAL DETAILS:

- **Husband Name:** S.CharlesChristopher
- **Date of birth :** 28th June,1990
- **Marital status:** Married
- **Nationality :** Indian
- **Present Address:** Karumathampatti, Coimbatore - 641659

DECLARATION:

I hereby declare that the above mentioned details are very much true as per my knowledge.

DATE:

Christina