

# GOLDLIN E RENEBA J

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## Career Objective

To contribute to a dynamic organization by utilizing my HR skills, especially in recruitment and operations, through dedicated and smart work, fostering mutual growth.

## Professional Experience

### Assistant HR Manager

GGAMCCC | Kanyakumari

Dec 2024 – Present

- Overseeing complete end-to-end recruitment lifecycle: job posting, sourcing, screening, interviews, selection, and onboarding.
- Leading HR operations for the Monopoly Department, aligned with NABH standards.
- Managing onboarding processes, including documentation, appointment orders, ID card issuance, and induction training.
- Handling employee grievances and resolving workplace issues in a timely, confidential, and effective manner.
- Administering leave approvals, ensuring adherence to company leave policies and real-time tracking.
- Supervising payroll processing, attendance tracking, and maintaining HR records and MIS reports.
- Managing contract renewals, drafting and maintaining MOUs with tie-up hospitals, and ensuring timely updates.
- Coordinating training and development (T&D) programs to improve employee capability and organizational productivity.
- Facilitating policy implementation, ensuring proper communication and compliance across departments.
- Conducting exit interviews and ensuring a smooth and structured offboarding process.
- Performing data flow verifications to ensure accuracy and consistency in employee records.
- Planning manpower requirements in collaboration with department heads.
- Coordinating employee retirement, termination, and HR compliance activities.

- Maintaining individual employee documents in compliance with audit and regulatory requirements.
- Organizing internal programs and training sessions, ensuring employee engagement and development.

### **Talent Acquisition Specialist**

MediVaah | Bangalore

Oct 2023 – Nov 2024

- Led Pan-India recruitment for healthcare roles: Doctors, Nurses, AMS, Physiotherapists, Pharmacists.
- Specialized in both internal and external hiring within the healthcare domain.
- Sourced talent using job portals, social media, and referrals.
- Conducted candidate screenings aligned to company requirements.
- Scheduled and coordinated interviews.
- Ensured a smooth and positive candidate experience from sourcing to onboarding.
- Maintained and built a strong talent pipeline.
- Partnered with internal stakeholders to craft recruitment strategies.

### **Junior HR Executive**

Lagoon Technologies | Nagercoil

June 2023 – Sep 2023

- Posted job openings, screened resumes, and scheduled interviews.
- Assisted in resolving minor employee relations issues.
- Supported HR operations: calendar management, document preparation, meeting coordination.
- Maintained employee attendance and HR documentation.

### **Skills**

Hard Skills: MS Word, MS Excel, SPSS, HR Operations, Recruitment Strategy

Soft Skills: Leadership, Communication, Time Management, Adaptability, Presentation Skills

## Education

MBA in HR & Logistics

Scott Christian College (Autonomous), Nagercoil

2021 – 2023 | CGPA: 8.16

B.Com (Commerce)

Women's Christian College, Nagercoil

2018 – 2021 | CGPA: 8.36

Higher Secondary Education

Duthie Girls Higher Secondary School, Nagercoil

2018 | Score: 74.8%

## Projects

- Effectiveness of Training and Development – AK INFO PARK PVT LTD
- Organizational Study – KSE Ltd

## Achievements

- Captain of school and college Kabaddi teams; led to multiple championships over 8 years
- Winner of several college-level Ad-Zap competitions.
- Chairperson (2020–2021), Joint Secretary (2019–2020) – Student Council.
- Best Captain Award (2022–2023).

## Additional Information

Passport Number: U9102086

Expiry Date: 03/08/2031