

HRITHI PRAVEEN

✉ hrithipraveen80@gmail.com

☎ 8089650371

📍 Kottayam, Kerala

📅 2000/04/25

in <https://www.linkedin.com/in/hrithi-praveen-1803451b3/>

Profile

Organized, goal-driven individual with excellent communication, learning, leadership and communication skills who can contribute to the upliftment of the organisation working with.

Professional Experience

2023/10 – present

HR Recruiter

NEWAGESYS

- Identifying and defining job roles, responsibilities, and requirements.
- Creating and posting job advertisements on various platforms.
- Actively seeking out and attracting potential candidates through job boards, social media, networking, etc.
- Reviewing resumes and applications to shortlist qualified candidates.
- Administering tests, assessments, or other evaluations to further evaluate candidates' suitability for the role.
- Extending job offers and negotiating terms of employment, including salary, benefits, and start date.

2022/06

HR INTERN

SH MEDICAL CENTRE HOSPITAL KOTTAYAM

- Helped in facilitating the integration of new employees into the organization by providing orientation, training, and support.
- Helped in managing relationships between employees and the organization, addressing grievances, conflicts, and other issues that may arise.
- Helped in developing and implementing processes to evaluate and improve employee performance, including goal setting, performance appraisals, and feedback mechanisms.
- Helped in managing HRIS platforms to maintain accurate employee records, track HR metrics, and support data-driven decision-making.

2022/05

HR INTERN

TRAVANCORE CEMENTS LIMITED

Education

2021/07 – 2023/05

MASTER OF BUSINESS ADMINISTRATION

MARIAN INSTITUTE OF MANAGEMENT

2018/06 – 2021/03

BACHELOR OF COMPUTER APPLICATION

MARIAN COLLEGE KUTTIKKANAM

2017/06 – 2018/03

12TH

GRIDEEPAM BETHANY CENTRAL SCHOOL

2016/06 – 2017/03

10TH

GRIDEEPAM BETHANY CENTRAL SCHOOL

Skills

COMMUNICATION

LEADERSHIP

ADAPTIVE

UNDERSTANDING

RECRUITMENT

Languages

• MALAYALAM

• ENGLISH

Awards

HBR ARTICLE PRESENTATION WINNER

MARIAN INSTITUTE OF MANAGEMENT

BUDGET ANALYSIS WINNER

MARIAN INSTITUTE OF MANAGEMENT

PAPER PRESENTATION ON INTERNATIONAL CONFERENCE

GIRIDEEPAM BUSINESS SCHOOL

CALIGO EVENT COORDINATOR

MARIAN INSTITUTE OF MANAGEMENT

Projects

SOFTWARE DEVELOPMENT WITH PYTHON

WORKERS PARTICIPATION IN MANAGERIAL DECISION MAKING WITH SPECIAL REFERENCE TO TRAVANCORE CEMENTS LIMITED

Certificates

• ADVANCED EXCEL

• FINANCIAL ANALYTICS

• FINANCIAL MODELING

Interests

• DRIVING

• TRAVELLING

• CRAFT

References

DR:SUJITHA ANNIE KURIAN, *DEAN ACADEMICS*, MARIAN INSTITUTE OF MANAGEMENT
9846992825

MISS :SURABHI JAMES, *ASSISTANT PROFESSOR*, MARIAN INSTITUTE OF MANAGEMENT
8848604755

Declaration

I HEREBY DECLARE THAT THE ABOVE MENTIONED DETAILS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.



HRITHI PRAVEEN
KOTTAYAM