



FRANKLIN R

PROFILE

I am a qualified and professional Human Resources Fresher experience in Recruitment, administration and analysis . Strong creative and analytical skills. Team player with an eye for detail.

CONTACT

 90-800-99645

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 Salem, India

 <https://www.linkedin.com/in/franklindonline>

SKILLS

- Excellent communication skills in English
- Strong knowledge of recruiting processes
- Proficient in MS Office Suite
- Time management and organizational skills

EDUCATION

BA ENGLISH LITERATURE

Bishop appasamy college

2016 - 2019

**MASTER OF BUSINESS
ADMINISTRATION(HR& MARKETING)**

SRM VALLIAMMAI Engineering
College

2020 - 2022

EXPERIENCE

HUMAN RESOURCES MANAGEMENT

Ajute international private
limited

2022 - MARCH - JUNE (Final year Internship)

- Received training in recruiting and learned software such as SPSS, Tora, and MS Office
- Assisted in recruiting processes such as candidate sourcing, interviewing, and onboarding
- Conducted data analysis using SPSS and Tora software
- Created reports and presentations using MS Office

ANALYSIS CONTENT

- Developed and maintained positive relationships with clients and candidates Managed multiple tasks simultaneously while maintaining a high level of accuracy and attention to detail,
- Contributed to team projects and collaborated with colleagues to achieve project goals,
- Demonstrated strong communication and interpersonal skills in a professional setting.