



# Amal Saji

**DoB:** 08-11-1998

## CONTACT DETAILS:

Valuparambil House  
Karimkunnam (Po)  
Thodupuzha, Idukki District  
Pin: 685586, Kerala

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## Extracurricular activities

- National Cadet Corps (NCC)
- National Service Scheme (NSS)

## Project

- A study on employee stress management in IT industry with reference to Infosys Ltd. Bangalore - (2020)
- Evaluating e-cruitment Practices in Indian IT industry

## LANGUAGES KNOWN

English: Excellent (R/S/W)

Malayalam: Excellent (R/S/W)

## VISION

An HR and Administration professional with a vision of recruiting and administering productive human capital for the organization through my skills and knowledge in people management and administration, for the prosperity of the organization, society, and the nation.

## SKILL HIGHLIGHTS

- Administration & Operations
- IT and Non-IT Recruitment
- Effective Communication
- Negotiation
- Induction, Onboarding & Training
- Social media Hiring
- Job Portal Hiring
- Quick Technical Learning
- Legal Knowledge
- Project Management

## EDUCATION

- **Master of Human Resource Management – MHRM**  
Nirmala College Muvattupuzha, MG University (2019-21)
- **B.com Finance and Taxation - A Grade (8.32 CGPA)**  
St. Thomas College Palai, MG University (2016-19)
- **Higher Secondary Education - 92% Marks**  
St. Augustine's HSS Karimkunnam (2014-2016)

## PROFESSIONAL CERTIFICATIONS

- Asana for Project Management (Udemy)
- Specialization in Human Resource Management (Online) - 2020
- International Leadership and Organizational Behavior (Online) - 2020
- Basic Office Automation, (MS Office, Word, and Excel), Keltron-2010

## ACCOMPLISHMENTS

- Member of 22<sup>nd</sup> National Youth Parliament of India - 2018
- Participated in National Youth Conference of India - 2018
- 1<sup>st</sup> Prize - Best Management Team, DMC Kuruvillagad
- 1<sup>st</sup> Prize - Best Management Team, College of Engineering Tvm.
- 1st Prize - Marketing Methodology, Jai Bharati College, Perumbavoor
- 1<sup>st</sup> Prize -Paper Presentation on Waste Management, Nirmala College Mvtp.
- 1<sup>st</sup> Prize -Essay Writing organized: NYK, Govt. of India
- 2<sup>nd</sup> Prize-Best Business Idea, JPM college Kattappana
- District Level Participant of Federal Bank Inter College Debate Competition
- More prizes in different competitions and rich participation experience



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## WORK EXPERIENCE

### **Borders Outsourcing Private Limited, Bangalore (08-02-2021 to Present)**

Designation: **HR Administrator and Recruiting Head**

Duties and Responsibilities Performed:

- Administering all day-to-day HR operations of the Branch ((60 plus employees)).
- **Leading the whole HR Department Team** in preparing the strategy for **IT Recruitment** and its execution.
- Sourcing candidates from various social media platforms including LinkedIn, Facebook, and Job portals such as Indeed, Monster, Naukri, TimesJobs, etc. (**Have a Good Research in Sourcing**)
- Screening, Shortlisting, Conducting Aptitude Tests and scheduling interviews with applicants such as **Graphics Designers, Motion Graphics, Full-Stack developers, React Native Developers, Back-End Developers, Front-Developers, UI-UX, etc.**
- Collecting and analyzing the portfolio of applicants and shortlisting based on portfolio rating.
- Negotiating with selected applicants and preparing offer letters, agreements and conducting induction and, onboarding.
- Co-ordinating various departments including Graphics Designing, Motion Graphics, UI-UX, Content Writing, and Business Development.
- Initiated 'Connect2Campus', a campus recruitment program to hire technical talents
- Implemented HRMS in the organization for the complete HR Operations
- Motivating the Team Members and taking IT Recruitment training programs
- Handling employee grievance and timely restructured HR policies and practices

### **Part-Time Commerce Instructor at PValue Solutions Palai (During Studies)**

Duties and Responsibilities Performed:

- Teaching and Mentoring of students for the subject of Accountancy, Economics and Business Studies

## SOFTWARES KNOWN

