

Syam Krishnan G

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● WORK EXPERIENCE

18/Jan/2025 to Present
HR EXECUTIVE EUROSCHOOL, WHITEFIELD BANGALORE

- **Talent Acquisition & Sourcing:**
 - Identify staffing requirements and create job descriptions.
 - Source candidates through job portals, social media, networking, and referrals.
 - Build a pipeline of qualified candidates for current and future hiring needs.
- **Screening & Shortlisting:**
 - Review resumes and applications to shortlist suitable candidates.
 - Conduct initial telephonic or virtual screenings to assess candidates' qualifications, experience, and expectations.
 - Coordinate technical and HR interviews with hiring managers.
- **Interview & Selection Process:**
 - Schedule and organize interview rounds, assessments, and panel discussions.
 - Ensure a smooth interview experience for candidates and hiring teams.
 - Assist in salary negotiations and offer finalization.
- **Onboarding & Documentation:**
 - Facilitate the pre-joining process, including background verification and documentation.
 - Ensure smooth onboarding by coordinating with HR and other departments.
 - Provide necessary guidance to new hires regarding company policies and procedures.
- **Database & Reporting:**
 - Maintain an updated database of candidates and recruitment records.
 - Track hiring metrics such as time-to-fill, cost-per-hire, and candidate feedback.
 - Prepare recruitment reports and dashboards for management review.
- **Employer Branding & Campus Hiring:**
 - Promote the company's employer brand through social media and recruitment events.
 - Collaborate with educational institutions for campus placements and internship programs.
 - Represent the company at job fairs, networking events, and career expos.
- **Compliance & Process Improvement:**
 - Ensure compliance with hiring policies, labour laws, and company guidelines.
 - Continuously improve recruitment strategies based on market trends and feedback.

21/08/2023 - 31/12/2024 Bangalore, India

EXECUTIVE RV UNIVERSITY & BRYANT UNIVERSITY, BOSTON, USA

- Type all kinds of letters and circulars originated by the Head of the University or the Departments.
- Transcribe, record, fax and file documents.
- Maintain filing, database systems, and inventories.
- Operate office equipment such as computers, photocopiers and fax machines, etc.
- Sort and forward incoming mail and emails, and prepare and send outgoing mails/emails.
- Book and prepare meeting rooms and ensure that all arrangements including refreshment.
- Coordinate activities and disseminate information to office staff.
- To keep the records of Admission process.
- To maintain the admission process by filling the forms with relevant documents.
- To prepare the documents all the required permission proposals and legal documents.

02/05/2022 - 27/07/2023 Bangalore, India

HR ADMINISTRATOR INNOVATORS INTERNATIONAL SCHOOL

- Managed recruitment for teaching and non-teaching staff, including interviewing and onboarding.
- Developed and implemented policies for employee conduct and performance evaluations.
- Provided support in resolving staff conflicts, fostering a harmonious school environment.
- Led staff training and development initiatives to enhance professional growth.
- Assisted with the administration of employee benefits and payroll.
- Handling sensitive information and maintaining privacy standards.
- Handled vendor management and procurement activities, while also supporting a range of administrative functions.

01/01/2019 - 31/03/2022 Karungappally, India

WARRANTY ADMIN ROYAL ENFIELD

- • **Process Warranty Claims** – Accurately submit, track, and process warranty claims as per company and manufacturer guidelines.
- • **Verify Claim Eligibility** – Ensure all claims meet warranty terms, conditions, and required documentation before approval.
- • **Maintain Warranty Records** – Organize and store warranty documents, invoices, and repair orders for future reference and audits.
- • **Coordinate with Service & Parts Teams** – Work with technicians and parts departments to verify repairs and ensure compliance with warranty procedures.
- • **Monitor Claim Status** – Follow up with manufacturers or suppliers on pending claims and ensure timely reimbursement.
- • **Handle Customer & Dealer Inquiries** – Assist customers and dealers with warranty-related questions, clarifications, and dispute resolutions.
- • **Ensure Policy Compliance** – Stay updated on warranty policies, industry regulations, and manufacturer guidelines to avoid claim rejections.
- • **Report & Analyze Data** – Prepare reports on claim approvals, denials, trends, and cost-saving opportunities.
- • **Manage Returns & Replacements** – Oversee the return of defective parts under warranty and ensure correct procedures are followed.
- • **Improve Warranty Processes** – Identify inefficiencies in warranty management and suggest improvements for smoother operations..

ADMINEXECUTIVE / ETC GROUP OF INSTITUTION

02/01/2017 TO 30/11/2018

- **General Administration:**

- Oversee daily administrative operations and ensure smooth functioning of the college.
- Maintain office records, documentation, and correspondence.
- Coordinate with faculty, students, and management for administrative tasks.

- **Admissions & Student Support:**

- Assist in student admission procedures, document verification, and record management.
- Handle student inquiries, grievances, and provide necessary support.
- Maintain student attendance, ID card issuance, and enrolment records.

- **Facility & Inventory Management:**

- Ensure proper maintenance of campus infrastructure, classrooms, and office spaces.
- Manage office supplies, stationery, and inventory control.
- Coordinate with vendors and service providers for maintenance work.

- **HR & Staff Coordination:**

- Assist in staff recruitment, attendance tracking, and payroll support.
- Organize training sessions, meetings, and official events.
- Maintain employee records and assist in HR documentation.

- **Compliance & Documentation:**

- Ensure adherence to college policies, accreditation requirements, and government regulations.
- Maintain records of approvals, licenses, and regulatory compliance.
- Assist in preparing reports and official documents for audits and inspections.

- **Event & Examination Coordination:**

- Assist in organizing college events, seminars, and conferences.
- Support exam scheduling, coordination, and result processing.
- Ensure smooth conduct of academic and extracurricular activities.

- **Communication & Public Relations:**

- Handle official correspondence, emails, and phone inquiries.
- Liaise with students, parents, and external stakeholders.
- Manage social media updates and college announcements.

● EDUCATION AND TRAINING

07/05/2020 – 15/10/2023 Coimbatore, India

BACHELOR OF BUSINESS ADMINISTRATION Bharathiyar University

Website <https://sde.b-u.ac.in/>

05/07/2013 – 31/08/2016 Namsai, India

DIPLOMA IN MECHANICAL Arunachal University

Website <https://www.arunachaluniversity.ac.in/>

03/06/2011 – 31/03/2013 Kollam, India

H S S L C Government H S S AyyanKoickal

Website <https://schools.org.in/kollam/32130400501/g-h-s-s-ayyankoickal.html>

03/06/2010 – 31/03/2011 Kollam, India

S S L C Government H S S AyyanKoickal

Website <https://schools.org.in/kollam/32130400501/g-h-s-s-ayyankoickal.html>

● LANGUAGE SKILLS

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL

● DIGITAL SKILLS

Social Media

● ADDITIONAL INFORMATION

COMMUNICATION AND INTERPERSONAL SKILLS

Leadership I'm following 21st century skills, like creativity, critical thinking, collaboration and communication.

CONFERENCES AND SEMINARS

05/09/2023 – 06/09/2023 – Bangalore

Nano Startup Workshop Nano Startup workshop aimed at empowering men and women entrepreneurs,

DRIVING LICENCE

Driving License: A

Driving License: BE

HOBBIES AND INTERESTS

Hobbies and Interest: Yoga, Meditation, Music, Traveling, Fishing...

MANAGEMENT AND LEADERSHIP SKILLS

Leadership Skills

Emotional intelligence
Communication
Delegation
Motivating others
Integrity
Flexibility

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

Kollam ,
09/11/2024