

# Vishnu Sidharthan N

Human Resource Professional

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**[LinkedIn](#)**



As a recent MBA graduate, I'm seeking for a position as a human resources executive in a reputable company so that I can advance my career alongside organizational growth. I've worked as an administrative assistant in the Indian Air Force for more than 6 years.

## Profile Summary

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- A Human Resource professional with 2.5 months (Internship) of experience in recruitment for IT (Cyber Security).
- Experience in Recruitment Phases from gathering requirements, Sourcing, and Screening to Scheduling interviews.
- Experience in handling all levels of hiring from Freshers to Associate level.
- Experience in handling recruitment in the Cyber Security domain.
- Experience in mass mailing, job posting, reference collecting, and using the internal database.
- Experience in sourcing and screening through various job portals like Naukri and LinkedIn.

## Skills

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- Sourcing and Screening Candidates
- Arranging Interviews
- Leadership
- Communication Skills
- Salary Negotiation
- Microsoft Office

## Languages

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English	: Professional Working Proficiency
Hindi	: Professional Proficiency
Malayalam	: Bilingual Proficiency

## Academic Qualifications

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Qualification	Year	Institution	University	Marks Obtained in %
MBA Marketing and HR	2020-2022	SRM University, Delhi NCR	SRM University, Delhi NCR	80.2
B. Com Finance	2009-2012	St. Thomas' College, Thrissur	Calicut University	64.7

## Work Experience

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**Company Name** : Tecplix Technologies  
**Role** : Talent Acquisition Intern  
**Duration** : 28 Mar 2022 – 14 Jun 2022

- Closed two important positions during the Internship.
- Released 5 offer letters including a GRC Consultant which was one of the most crucial positions for the organization for a period.
- Contributed to closing 20 positions for an InQubate program. (An initiative by Tecplix Technologies to find young cyber security aspirants.)

**Company Name** : Indian Air Force  
**Role** : Administrative Assistant  
**Duration** : 03 Apr 2013 – 31 Oct 2019

- Documentation
- Claim Settlement
- Organize and schedule appointments
- Plan and organize meetings
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Recognized by Indian Air Force as an exemplary employee
- Certified by Indian Air Force as 'Exceptional' in trade proficiency

## Personal Profile

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**Name** : Vishnu Sidharthan N  
**Date of Birth** : 18 Apr 1992  
**Place** : Sharjah, UAE  
**Languages** : English, Hindi and Malayalam  
**Nationality** : Indian  
**Passport No** : U6378672

### DECLARATION:

I hereby declare that the information furnished above is true to my knowledge and belief.

Yours Faithfully  
(Vishnu Sidharthan N)