

BLESSON SELVA RAJAN

Contact no: 39299017

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Current Address: flat no. 13, bldg no. 31,
block 301, Road no 320, Al Zahraa Avenue,
Manama, Bahrain.



PROFILE SUMMARY

Dynamic and goal-oriented professional with a background in HR and a strong passion for transitioning into finance. Equipped with analytical skills, a detail-oriented mindset, and a keen understanding of organizational operations. Proficient in data analysis, problem-solving, and leveraging financial principles to drive business success. Currently pursuing ACCA to enhance expertise in financial analysis, budgeting, and strategic planning. Committed to delivering value through meticulous attention to detail, adaptability, and a results-driven approach.

WORK EXPERIENCE

Human Resource Practitioner – Accenture (June 2023- June 2024)

Job description

- Proficiently oversaw the application status of candidates from initial pool to their onboarding.
 - Provided prompt and comprehensive support to candidates, addressing inquiries throughout the recruitment life cycle.
 - Acted as vital link between employees and the onboarding team, ensuring seamless coordination.
 - Efficiently streamlined the hiring process, handling 50+ applications daily.
 - Demonstrated extensive expertise in utilizing Applicant Tracking System like fountain.
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ACADEMIC QUALIFICATION

Qualification	location	School/University
B.com	India	Dr M.G.R Educational and Research Institute
Higher secondary School	Bahrain	New Indian School, Bahrain
Secondary School	Bahrain	The Asian School, Bahrain

OTHER CERTIFICATION

- Tally prime- all levels
- Microsoft Excel (Advanced Functions: Pivot Tables, VLOOKUP, Financial Modeling)
- Power BI (Data Visualization and Reporting)
- ACCA Qualification (In Progress)
 - Completed Applied Knowledge Level (Subjects: Business Technology, Management Accounting, Financial Accounting).
 - Pursuing Applied Skills Level (Completed F4 and F5)

SKILLS

- Recruitment and Talent acquisition
 - Proficient in Microsoft Office Suite
 - Effective time management and organizational skills
 - Excellent communication and interpersonal skills
 - Performance Management Systems
 - HR Policies and Compliance
 - Strong problem-solving abilities
 - Fluent in English
 - Adaptable and flexible
 - Effective communication
 - Employee Relations and Conflict Resolution
 - Data-Driven HR Analytics
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PERSONAL INFORMATION

Date of birth – 14th January 2000

Permanent address – Rajan cottage,
1/315, Alancode post,
Kanyakumari District,
Tamil Nadu, 629802

Passport no. – C3423927

Passport issue date – 08/10/2024

Passport expiry date – 07/10/2034

Nationality - Indian

Marital status – Single

Languages – English, Hindi and Tamil

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I take full responsibility for the accuracy of the particulars mentioned in this resume.

Place: Manama, Bahrain

Date:

Signature

BLESSON SELVA RAJAN
