



CRYSTAL ANDRADES

HUMAN RESOURCE MANAGER

PERSONAL SUMMARY

I am an experienced Human Resource professional with over 3 years in the field of handling various multi-national clients and recruitment.

SKILLS & ABILITIES

Fluent in English and Hindi with great interpersonal and communication skills.

CONTACT DETAILS

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WORK EXPERIENCE

Human Resource Manager

Neomi's Enterprises Pvt. Ltd. (Jan 2021- Present)

- End to end recruitment and onboarding processes
- Formulating compensation and benefit packages
- Carrying out performance analysis
- Implementing various HR policies
- Conducting employee engagement activities
- Attendance Management
- Carrying out various customer service and training activities
- Monitoring customer satisfaction surveys on a quarterly basis

Team Leader

Zorg Inc. (Jun 2018- Jan 2021)

- Assisted the HR team with daily tasks
- Conducted customer surveys
- Daily face to face interactions with clients for various blue chip companies
- Various team building activities
- Assisted in various Marketing and Promotion activities
- Represented clients like Google, and charity clients like Plan International and Sight Savers.

ACADEMIC HISTORY

St. Gonsalo Garcia College of Commerce and Arts

Bachelor of Banking and Insurance, 2016

Active participation in all college activities

Don Bosco High School And Junior College

Awarded as the Best Student of the Year for 2011-2012

Awarded as the Best Student of the Year for 2012-2013

Active participation in all extracurricular activities

INTERESTS AND HOBBIES

I am interested in learning new languages and traveling. In my free time, I draw, read, cook, explore various cultures, and do volunteer work for various charities.