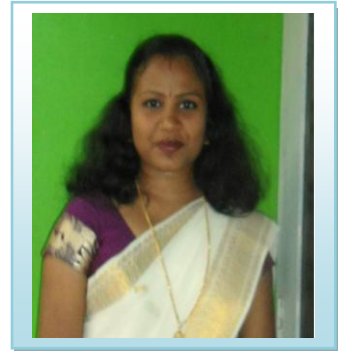


RESUME

SANDHYAMOL.K.D

Kunnathu Parambil House,
Nedungad,Nayarambalam P.O,
Ernakulam- 682509, Kerala, India
Mob No: 09605895677/8714444564
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AIM

To pursue career in professionally managed company with opportunities for invocation and creativity. I would like to work in an environment that facilitates the value addition to organization with my knowledge and skills.

EXPERIENCE

- Working as **Personal Assistant to the CEO and HR & ADMIN Executive** in a reputed pharmaceutical marketing company **Clover Health Care Pharma** from 01st October 2009 to 31st July 2014.
- Working as **HR Assistant** in a reputed **ATC International Pvt Ltd.** from 01st August 2014 to 31st January 2015.
- Working as **Assistant Manager HR & Admin** in **SB Global Educational Resources Pvt Ltd.** from 02nd February 2015 to till date.

JOB PROFILE

Responsibilities of Assistant Manager HR & Admin

- ◆ **Provide support to staff to develop the skills and capabilities of staff.**
 - Main Activities
 - Ensure that accurate job descriptions are in place
 - Provide advice and assistance with writing job descriptions
 - Provide advice and assistance when conducting staff performance evaluations
 - Identify training and development opportunities
 - Process employee requests for outside training while complying with polices and Policies
 - Provide staff orientations and coordinating
 - Access funding for training and write proposals

◆ **Monitor staff performance and attendance activities.**

- Main Activities
- Monitor daily attendance.
- Investigate and understand causes for staff absences.
- Statutory areas & Payroll
- Monitoring payroll and designing CTC with break-up of Gross salary
- Preparing summary of new joiners and resigned employees.
- Filing monthly & annual return of PF & ESI
- Delivering 'Pay-slips' with all statutory deductions & preparing 'Summary of Pay-slips' including leave calculations.
- Recommend solutions to resolve chronic attendance difficulties.
- Provide basic counseling to staff that have performance related obstacles.
- Provide advice and recommendations on disciplinary actions.
- Monitor scheduled absences such as holidays or travel and coordinate actions to Ensure the staff absence has been adequately covered off to ensure continuity of Services.
- Inform affected staff or residents of unexpected absences from work and coordinate.
- Provide advice and assistance on staff recruitment
- Conduct reference checks on possible candidates
- Inform unsuccessful applicants
- Conduct exit interviews
- Provide information and assistance to staff and Council on human resource and work related issues.
- Develop and implement a human resources plan and personnel management policies and procedures
- Promote workplace safety.
- Provide advice and assistance to staff and management on pay and benefits systems
- Research and monitor human resource systems in other organizations
- Supervise and manage all day-to-day office administrative activities.
- Fully Handling Setting up new Office & Office Shifting in new location.
- Vendor Management & Office Administration (Adequacy of Stationary/ Provisions / Refreshments / adequacy of Sub Staff) Courier & Dispatch (Inward / Outward / Outstation) / also making record of local maintaining.
- Co-ordination and maintenance of systems related to Housekeeping.
- Managing vendors and keeping track of cycle of all maintenance contracts and AMCs.
- Keeping records of Visiting Cards, Utility Payments, Printing of Stationary.
- Maintaining record of AMC (Computers, AC, Cars, Pest Control, Insurance, Etc) & taking care of corporate office & Branch Office.
- Updating Assets List of the company.

- Handling complete Facilities and infra structure of office and liaising with contractors and interiors for the same.
- Coordinating with Travel Agencies for Airlines & Railway bookings, Hotel bookings & Car arrangements for employees & guest.

Responsibilities as HR Assistant

- Recruitment and counseling
- Office Administration
- Payroll and statutory

Responsibilities as Personal Assistant to the Proprietor and HR & Admin Executive

- To assist proprietor note works and sales managements works
- To assist HRD to prepare administration works and Recruiting employees
- Salary transferring works, ESI & PF preparation and Payroll
- Employees file details recording
- Letter drafting of all mails/letters from the desk of MD.
- Inventory management of all reporting materials /stationeries in the office and maintain their accounts
- Ledger managing
- Inform field people of their sales on periodical intervals
- Data preparation of sales on a monthly basis for all territories and regions
- Front office management, to attend phone calls and connect to different departments (EPBX).
- Preparation of stock and sales statement of all territories and consolidation of data and computerization on regular intervals
- Preparation of all stock statements of the depot on a monthly basis to be submitted to bank on a monthly basis to support MD.
- Coordinating sales executive team
- To prepare all sales formats for monthly meeting and to submit to MD
- Stock inventory management, Ledger works and payments follow up

EDUCATIONAL QUALIFICATION

COURSES	SCHOOL/INSTITUTION	YEAR
SSLC	Little Flower Convent School, Narakkal	2004
VHSE (Fish Processing Technology)	Govt.Vocational Higher Secondary School, Narakkal	2004-2006
BSc (Botany Horticulture and Nursery Management)	St.Terasas Collage,Ernakulam	2006-2009
MBA -HR	MAMS ACADAMEY	2013 -2015

PERSONAL PROFILE

Name : SANDHYA MOL .K.D
Father`s Name : Devadas.K.B
Mother`s Name : Santhoshy K L
Husband Name : Baby B. Prabodh
Date of Birth : 30th May 1989
Sex : Female
Passport No. : P4070500
Place of Issue : Cochin
Date of Issue : 31.08.2016
Date of Expiry : 30.08.2026
Nationality : Indian
Marital Status : Married
Language known : English, Malayalam, Tamil
Interests : Cooking, Gardening, Tailoring, Designing, etc.,

PERSONAL STRENGTH

- Curiosity to explore and the ability to learn and understand new things in short period of time.
- Optimistic person with a positive attitude
- Self-motivated, dynamic and friendly personality.

DECLARATION

I hereby declare that all the above furnishing details are true and best of my knowledge and belief.

Place : Ernakulam

SANDHYAMOL. K.D

Date :