

AJITHA.P
8075404656,9526290924
ajithapanikkedath@gmail.com



Personal Data

Nationality : Indian
Civil Status : Married
Sex : Female
Date of Birth :16.11.1991
Languages : English, Malayalam

Address:

Ajitha.P
w/o Mohamed Refeek
2nd Floor, Panachikkal(H)
Elamakkara-682026
Kaloor

Strengths:

- Sincere
- Career oriented
- Honest
- Optimistic
- Hard working
- Self motivated

Interests

- Teaching
- Listening to Music
- Travelling

CAREER OBJECTIVE

Seeking for a position in the HR department of the reputed organization to start my career for the new learning and add some value to profitability of the organization as well as myself.

SYNOPSIS

- Ability to work effeciently and effectively in a confidential work environment.
- Ability to deal with people diplomatically
- Good verbal and written communication skill in English.
- Willingness to learn new things
- Ability to take and fulfill responsibilities independently.

WORK EXPERIENCE

- **Company Name** : Eye View Developers PVT LTD, Thrissur
 - Job Description : HR Executive
 - Duration : June 2016 to Dec 2017 (1.9yr)

- **Company Name** : Inspire Study Centre, Thrissur
 - Job Description : Mathematics Teacher
 - Duration : 3 Years (Part time)

DUTIES & RESPONSIBILITIES

- Maintain HR related documents of the company
- Preparation and processing of payroll, vouchers, managing bills, Invoices, petty cash management and settlement of accounts.
- Track daily attendance of the employees
- Answering calls and general administration
- Vendor Management
- Client Relation
- Coordination with various departments and work sites of the company
- Coordination with different recruitment agencies for requirement of manpower
- Preliminary screening of profiles and scheduling interview for candidates and follow up

ACADEMIC QUALIFICATION

Master Degree

- Field of Study : MBA HR
- College : Chinmaya Mission College, Thrissur with 70% (2016)

Degree

- Field of Study : BSC Mathematics
- College : Shakthan Thampuran College, Thrissur with 45% (2013)

Plus Two

- Field of Study : Plus Two
- School : VPMSNDP HSS, Kazhimbram 59% (2009)

Secondary Graduation

- Field of Study : SSLC
- School : Sacred Heart of Mary's Convent Girls High School, Kandassankadav with 73% (2007)

COMPUTER KNOWLEDGE

- Office Packages – Microsoft word, Excel, PowerPoint
- Accounting Packages- Professional Diploma in Accounting from KELTRON (2015)

Declaration

I hereby declare that all the information furnished here by me are true and correct to the best of my knowledge and behalf.

Date :
Place : Kaloor

Ajitha.P

Reference : Available on request

