**Aswathi U**

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**PERSONAL SUMMARY**  
  
An outgoing, ambitious, and confident individual, whose passion for the HR sector is equally matched by her experience in it. For the last three years Karen has been working for Adams Recruitment as a HR Executive, with her main role being to provide HR support, guidance, advice, and services to all company staff. This work has not only taught her how to translate corporate goals into HR programs, but has also given her extensive knowledge of HR administration, principles, practices, and laws. She has gained experience of sourcing candidates, writing up employment contracts, conducting interviews and resolving employee relation issues. There is nothing that she cannot or will not do to ensure that your business is a success. Right now she is looking for an excellent career developmental opportunity with a company that has a culture which appreciates and rewards excellence.

**CAREER HISTORY**  
  
HR EXECUTIVE – January 2015 - September 2017  
Employers name – Safe technologies   
Responsible for providing overall HR support so that the company maximizes its employee productivity and well-being.  
  
Duties;

* Providing clerical and administrative support to staff of the Human Resources department.
* Collecting, sorting and distributing any incoming job applications.
* Maintaining employee personnel files.
* Monitoring the work of recruitment agencies.
* Coordinating activities between the company and outside parties.
* Developing employment related records.
* Coordinating holiday and sick pay.
* Making decisions in the absence of senior HR executives.
* Updating the HR calendar with important dates.
* Following up all human resource calendar activities.
* Directing and implementing training programs.
* Writing up human resources guidelines.
* Dealing with employee complaints and grievances.
* Negotiating advertising rates with online job boards and newspapers.
* Ensuring the confidentiality of sensitive information.
* Organising inductions and training for new employees.
* Updating employee records with holiday requests, payroll changes and any leave due to illness.
* Keeping bulletin boards up to date with current information.
* Handling new hire paperwork.
* Responding to letters, emails and general correspondence.

**KEY SKILLS AND COMPETENCIES**  
  
Professional

* Always looking for ways to improve and reinvent the recruitment process.
* Analysing a company’s manpower requirements.
* Processing payroll from start to finish.
* Ability to interact with employees at all levels.
* Excellent interpersonal and written communication skills.
* Ensuring legal compliance in all HR functions.
* Seeing tasks through to completion.
* Staying up to date with the latest Human Resources developments.

Personal

* Can thrive in a continually changing environment.
* Able to work under pressure and to aggressive deadlines.
* Easy going and relaxed when dealing with people.

**AREAS OF EXPERTISE**

HR Processes  
Absence management  
HR Forms  
Report Writing  
Learning & Development  
Compensation  
Talent Acquisition  
Talent Management  
  
**ACADEMIC QUALIFICATIONS**   
  
Bharathiar University – MBA Degree( 2014 – 2015)  
Nehru Arts and Science college (Bhrathiar university) – **2nd Rank Holder** (2010 – 2013)

**REFERENCES**  Regards,  
  
Krishnalal K. K. Aswathi U

(Director) (Signature)

Mob: 9846965105