



ASHA SUSAN ABRAHAM

Personal Profile:

DOB : 11/10/1991
Gender : Female
Nationality : Indian
Father's Name :(L) Mr. K.V.
Abraham
Marital Status: Single
Religion : Christian
Passport No : L1396496
Years of Experience: 3 years
and 11 months

Languages Known:

English, Malayalam & Tamil

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Mail id:

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Permanent Address:

Kuriyadath (H),
Civil Station Ward,
Alappuzha , Kerala, India
Pin 688001

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RESUME

===== OBJECTIVE =====

Aiming to get a stellar achievement using my skill sets and knowledge. Seeking a challenging career that demands the best in me, which will challenge my skill and help me to learn and grow continuously with the organization and to contribute my experience, skill sets and knowledge to the growth of the company.

===== CORE COMPETENCE =====

- Excellent communication and written skills as well as problem solving skills.
- Good interpersonal skills.
- Ability to work with the team in an effective way and ability to think critically.
- Ability to analyze the matters in a positive way.
- Self starter and bound to complete work in a specific time frame.
- Able to think creatively and much dedicated.

===== EDUCATIONAL ACHIEVEMENTS =====

Academic

- Currently doing MBA (Finance) from Sikkim Manipal University.
- Completed **B.COM** from Kerala University with 70% in 2013.
- **PLUS TWO** with 75% in 2010.
- **S.S.L.C.** with 70% in 2008.

Technical

- Familiar with the computer environment.
- Proficient in MS-Office tools.

Personal Summary

- Positive, Pro active and do or die attitude.
- Energetic, self-motivated, quick learner.
- Effective communication, problem solving and interpersonal skills.
- Ability to work flexibly, independently and multitask.
- Strong Analyzer and Hard worker.

===== **EMPLOYMENT HISTORY** =====

Presently Working in Mindsoft Technologies (I) Pvt Ltd from January 2016 to December 2017 as Co - ordinator Finance & HR.

Practical Training of Accounting in Academy of Accounts from August 2015 to December 2015.

Articleship in Chartered Accountancy under John Lukose & Associates from December 2013 to June 2015.

Duties & Responsibilities as Co-ordinator HR:

- Reviewing resumes and applications
- Conducting recruitment interviews and providing the necessary inputs during the hiring process
- Working with recruitment agencies to source for candidates for specific job positions
- Maintaining HR records, such as those related to compensation, health and medical insurance
- Organising training for new or existing employees
- Communicating and explaining the organization's HR policies to the employees
- Preparation of salary statement
- Handling the full and final settlement of the employees
- Community initiatives programs - organizing and participation
- Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management
- Preparing and processing timely distribution of salary, bonus, increment salary slip, leave encashment and full and final settlements
- Recording, maintaining and monitoring attendance to ensure employee punctuality
- Conducting employee orientation and facilitating newcomers joining formalities
- Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee
- Resolving grievances or queries that any of the employees have
- Escalating to the right level depending on the nature of the grievance or issue
- Preparing letters such as offer and confirmation
- Conducting exit interviews for employees and recording them accordingly

- Reviewing job descriptions for all positions at regular intervals and updating them in consultation with the respective managers
- Engaging with employees on a regular basis to understand the motivation levels of people in the organization
- Coordinating with consultants and candidates for scheduling appointments with the management team for sourcing
- Conducting first round interview for the candidates.

Hobbies: Music

Declaration

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

PLACE: KOCHI

DATE :

Asha Susan Abraham