



ATHIRA ANTONY

Career Objective

Since my main ambition is to become a successful HR professional, I look forward to a career that not only provides me an opportunity to excel in my field but also facilitates in enhancing my overall personality.

Professional Experience

- ✦ Working as Management Trainee in HR at Kerala Feeds Ltd, Kallettumkara, from 10th October 2013 to 09th October 2016 (Contract Basis).
- ✦ Worked as HR Executive in Westfort Hi-Tech Hospital, Thrissur from 10th December 2012 to 08th October 2013.

Job Knowledge

- ✦ Recruitment and Selection.
- ✦ Preparation of Muster roll.
- ✦ Day to day activities of the Personnel & Administration Department.
- ✦ ESI & PF Calculation.
- ✦ Salary Preparation.
- ✦ Preparation of Annual Increment.
- ✦ Maintenance of personnel records and files.

Qualifications

Course	University/Board	year	Marks
MBA(HR&Finance)	RVS Institute of Management Studies and Research,Coimbatore	2010-2012	68%
BA Economics	Christ College Irinjalakuda (Calicut university)	2007-2010	57%
H.S.C(Humanities)	Board of Higher Secondary Examination, Kerala	2005-2007	67%
S.S.L.C	Board of public examination, Kerala	2005	63%

Languages Known

- ↻ Malayalam - Speak, Read & Write
- ↻ English - Speak, Read & Write
- ↻ Hindi - Read & Write

Skills

- ↻ Ability to take decisions and solve problems.
- ↻ Able to communicate my ideas, thoughts and suggestions.
- ↻ A good team player.
- ↻ Familiar with basic computer knowledge such as MS office, etc.
- ↻ Hardworking & sincere towards duties
- ↻ Quick learner.
- ↻ Positive attitude and Self-confidence.

Computer Knowledge

- ↗ MS word
- ↗ MS Excel
- ↗ Internet etc.

Personal Profile

Spouse Name : Ajo Francis

Date Of Birth : 09/12/1989

Gender : Female

Nationality : Indian

Marital Status : Married

Permanent Address : W/o Ajo Francis
Thiruthanathil House
Manjapra P.O, Angamaly
Ernakulam, Kerala - 683581

Contact Number : 8281546604, 9746018504

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Declaration

I hereby declare that the information and facts stated here are true and correct to the best of my knowledge and belief.

Athira Antony

Place : Manjapra

Date :