****

**RAKHI M**

**Mobile:** +91-9526232943

**E-mail**: [rakhibalaraj@gmail.com](mailto:rakhibalaraj@gmail.com)

**Permanent Address:**

Malayada (H)

Nellooliparamba

Edakkad. P O

Calicut – 673005

Kerala

**Father’s Name:**

Balarajan. M

**Date of Birth:**

13th October 1990

**Sex:** Female

**Marital Status :** Married

**Religion :** Hindu

**Career objective**

To work along with a reputed company where I can put my effort and skills for the betterment of organization and for my future career

**Professional Qualifications**

MBA (Finance & HR) From RVS Institute of Management Studies & Research, Coimbatore (2013).

B.Com From MES Womens College, Calicut (2011).

12th from Malabar Christian College Higher Secondary School, Calicut (2008).

10th from Govt. High School Kunduparamba (2006).

**Key Personal Skills**

Fast learner, willing to shoulder challenges and responsibilities.

Confident Communication & Presentation skills.

Ability to lead and work in a team.

Can work under pressure and minimal supervision.

**Professional Experience**

**Total years of experience : 4 years**

**HR Executive – Malabar Multispecialty Centre, Eranjipalam, Calicut from Sep’2014 to May’2015.**

* Talent Acquisition
* Employee joining formalities
* Absence Management

**HR Executive – Aster MIMS, Kottakkal from Apr’2015 to Jan’2017.**

* Talent Acquisition through Taleo Recruitment.
* Oracle HRMS Management.

**Nationality** : Indian

**Passport Number**:

N1899781

**Languages known:**

English – Read, Write and Speak

Malayalam – Read, Write and Speak

Hindi – Read, Write and Speak

**Projects :**

* As a part of MBA curriculum submitted a project on the topic ‘Working Capital Management’ at Steel Complex Limited, Calicut during the academic year 2012-2013.
* Had industrial experience by doing organization study at Steel Complex Limited, Calicut for 1 month during the academic year 2012 – 2013.
* Conducted field study regarding the topic Level of Facebook Usage, Non Usage and Addiction of Facebook among the College Students in Coimbatore City during the year 2011 – 2012.
* Leave Management.
* ESI preparation and monthly submission.
* Performance Appraisal of employees.
* Issuing of various Letters.
* Preparing Monthly report.
* Preparing monthly PF statement.

**HR Executive - VKC Polymers Pvt. Ltd, Calicut from Jan’2017 to Mar’2017.**

* Manpower planning & Recruitment.
* Absence Management.
* Employee Grievance Handling.
* Payment of Gratuity, Bonus, Professional Tax, ESI & PF.
* Renewal of Factory & other related licences**.**
* Preparing Salary, incentives and overtime payments.

**HR Executive – Sunrise Hospital Pvt. Ltd, Kakkanad, Kochi from Apr’2017 to till date**

* Talent Acquisition
* Absence Management.
* Arranging Doctors Meet and other training classes.
* Preparing Professional income of doctors.
* Issuing Circulars & Letters.
* Duty scheduling of junior doctors.
* Preparing doctors contracts.

**Co-Curricular Activities**

* Participated in Career Acceleration Programme conducted by Institute of Customer Experience Management from 1st January 2012 to 14th March 2012.

**Computer Knowledge :**

* Proficient with MS Office and MS Excel.
* Exposure to Tally.

**Reference :**

* Mr. Prem R Nair

Manager – HR

Sunrise Hospital, Kochi

Phone : +91 7025030227

* Mr. C M Nag Kumar

Manager – HR

Aster MIMS (Malabar Institute of Medical Sciences Limited), Kottakkal.

Phone : +91 9656006062

* Mrs. Anuja Thomas

Assistant Manager – HR

Malabar Multi Specialty Centre, Calicut.

Phone : +91 8157028882

* Apart from our regular classes, got an opportunity to become a part of the Industrial training on Market Survey and Customer Profiling in the Federal Bank Limited.
* Participated in the National Conference conducted by RVS Institute of Management Studies on “Innovative Strategies for Global Competitiveness” held on February 11,2012
* Presented a paper on “Talent Management” in a international level seminar on 23rd September 2012 at Koganadu Arts and Science College, Coimbatore.

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date: Signature :