

# Rekha Ravindran

Self-motivated professional with 7 years of experience in a human resource field. Looking to gain employment as human resource Manager to utilize my abilities and skills in ensuring an efficient HR unit.

Panampilly Nagar,  
Cochin. 682036

904 863 3661

[rek13387@gmail.com](mailto:rek13387@gmail.com)

Rekha.r34 (skype)

## SUMMARY

- 7 years experience as HR Executive
- Expertize in Payroll and Employee management
- Expertise in Administration
- Expertize in event organization

## POSITIVE

- Result Oriented
- Can lead a team very effectively.
- Good communication skills
- Positive attitude
- Can work in an adverse situation.

## EXPERIENCE

### **Bharathi Information Technologies, Cochin — HR Executive**

MARCH 2017 - JULY 2018

- Manage End to End Recruitment process (screen, interview, hire)
- Payroll Management
- Attendance Management
- Statutory Complaints
- Organization Administration
- Attend to employee complaints and work to resolve conflicts
- Work with CEO and/or Director to strategically plan HR initiatives that will benefit company and encourage more efficient and beneficial work from employees
- Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive

## LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL

### **IFSED, Cochin — HR Administrator**

JULY 2016 - DEC 2016

- Office and HR administration
- Payroll management
- Minutes preparation

## **Thampy Digital Solutions IT, Cochin — HR Admin Executive**

AUG 2015 - JUNE 2016

- Leave Management
- Attendance & Payroll Management
- Distributing cheques.
- Prepare weekly report
- Vendor payments
- Housekeeping
- Organising events
- Manage the hiring process
- Budgeting/Cost control/AMC(New & Renewal)
- Work closely with GM and provides necessary support
- Organize and coordinate the administrative aspects of the Executive's office functions
- Manage & Maintain Administration, HR & Basic Finance functions of the organization

## **NCR Corporation India, Cochin — HR Executive**

MAY 2013 - MAR 2015

- End to End recruitment process
- Payroll management
- Office administration
- Managing performance appraisal
- Coordination with Delhi team for Statutory & Legal Complaints
- Coordination with site sourcing team
- Calculation of Rent & Service Tax
- Manage all the ATM all over Kerala
- Coordinate with vendors for site documents and agreement issues.
- Coordinate with Legasis Legal team for agreement submission and other legal documents submission.
- Rent & Service Tax calculation

## **Bombardier Transportation India, Baroda — HR Admin**

NOV 2011 - JULY 2012

- Payroll Management
- End to End Hiring
- Employee rewards and Recognition
- Staff Retention.
- Administer all employee benefit programs in conjunction with the Finance department
- Approve updated organizational charts on a monthly basis
- Employee Grievance recording & handling
- Employees training program management

## **Super Electro, Baroda — HR Executive**

JUNE 2010 - OCT 2011

- Recruitment
- Attendance & Payroll management
- Training
- Work order Making Test Certificate for Dispatch
- Up-to-date daily employee activity

## **EDUCATION**

### **ANNA University, Chennai — MBA**

Sep 2008 - July 2010

- SNGIMS COLLEGE  
MBA HR

### **SATM, Cochin — IATA UFTA**

Mar 2008 - September 2008

- Canada Montreal

### **Calicut University — BA**

April 2005 - March 2008

- Mercy College
- BA History