

SUMMARY

- HR professional with 1.8 years' experience.
- Masters in Human Resource Management
- Adaptable and self-driven, can work under minimum supervision.

EXPERIENCE**Baker Tilly DHC Business Pvt. Ltd Kolkata (May 2018 – Present)***HR Executive*

Roles and Responsibilities

- Handling Payroll.
- Recruitment: Coordinating interviews & handling exit formalities.
- Industrial relation.
- Handling HRM Software and data entry.
- Coordinating with various departments to manage the administration.

Don Bosco Tech, Liluah, West Bengal (Nov 2016 – Feb 2018)*HR Office Assistant & Soft Skill Trainer*

Roles and Responsibilities

- Handling the new student onboarding on the school management software.
- Completing the required documentation and coordinating with the head office for the registration formalities.
- Generating MIS reports for attendance details.
- Coordinating for the placement of the students with recruiters.
- Conducting Soft skill training for the students.

INTERNSHIP**Medical Trust Hospital, Ernakulam, Kerala.***HR Internship Trainee*

April 2016 – May 2016,

Internship in Human Resource Department.

Undergone training in HR Management and conducted a study on **Stress Management**.**EDUCATION****Master of Human Resource Management (MHRM) Aug 2014 – June 2016**

Mar Augusthinose College (Regular course)

Mahatma Gandhi University, Kottayam, Kerala.

B.Sc. in Hotel Management and Catering Science Jul 2008 – May 2011

Holy Cross Institute of Management and Technology, (Regular course)

University of Calicut, Kerala.

SKILLS

Working knowledge of MS Office -advanced Excel, LOFTY Technologies School Management Software.

**LANGUAGES
KNOWN****English** – Fluent
Malayalam – Native Proficiency
Hindi – Working Proficiency**D.O.B**

09-03-1990

ADDRESS

Velliyamkandathil (H) Kuninji PO Thodupuzha, Idukki Dist, Kerala, PIN - 685583