

BETSSY REGI

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PERSONAL SUMMARY

A quick learner with enthusiasm, positivity, reliability and a confident professional with great work ethics. Takes responsibility for decisions, and performs effectively in highly pressurized and challenging working environments. Uses interpersonal and communication skills to lead and motivate teams also build positive internal and external relationships. Adaptable to change and willing to learn new processes and concepts, committed to fulfilling personal potential evident from MHRM qualification.

WORK EXPERIENCE

Royal Trading Company (UTSAV)

Designation: Assistant HR & Admin

September 2017 to till the date

ROLES AND RESPONSIBILITIES

- Recruitment
- Completion of joining formalities and Relieving formalities
- Issuance of Appointment Orders
- File Management
- Induction-Training
- HR operations such as preparing monthly employee attendance reports, coordinating with pay roll on employee salary computation.
- Grievance Handling

EDUCATIONAL QUALIFICATIONS

- **Master in Human Resources Management (MHRM) from M.G University, Kottayam, Kerala**

Nirmala Collage, Muvattupuzha (2015 – 2017)



Mahatma Gandhi University, Kerala
മഹാത്മാ ഗാന്ധി സർവ്വകലാശാല, കേരളം
महात्मा गांधी विश्वविद्यालय, केरल

- **Bachelor of Physics from M.G University, Kottayam, Kerala**

St.Peters Collage, Kolenchery, Kerala (2012 – 2015)



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PROJECTS & ACHIEVEMENTS

- Conducted main project based on the subject; **A study on employee welfare with special reference to MILMA ERCMPU**, under the guidance of Mrs. Deepthi Joseph (HOD), Nirmala College, Muvattupuzha.

- Completed **Organizational Internship** at Grandmas Food Products Muvattupuzha Under the guidance of Mrs. Treesa Thomas and Mrs. Deepthi Joseph Nirmala College, Muvattupuzha.
- Completed Main Project Titled '**Engines**' on December 2014. Under the guidance of Dr.P I Kuriakose (Head of the Physics Department) St.Peters College, Kolenchery.
- Completed Four year Programme in **N.S.S** (National Service Scheme)
- **INDUSTRIAL VISIT**
 - Witnessed the functioning, and HR policies of
 - PDDP central society, Kalady
 - Central Coir Board, Alappuzha

ADDITIONAL SKILLS

Language : English, Hindi, Malayalam

IT : Post Graduation Diploma in Computer Application

Confident with all office applications email and internet

STRENGTHS

- Smart Working & Problem Solving skill
- Accuracy & Punctuality
- Screening
- Disciplined & Self Motivated Personality

PERSONAL PROFILE

Father's Name : Regi V.U

Mother's Name : Laly Regi

Gender : Female

Date of Birth : 14th September 1994

Marital status : Single

Nationality : Indian

REFERENCES

Available upon request.

I BETSSY REGI hereby declare that the information given herewith is correct to my knowledge and I will be responsible for any discrepancy

Date:

Yours faithfully

Place:

Betssy Regi