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| 5732.jpg | Akhila M chandran akhilamchandran@gmail.com  Mob: 9061458123 |

**Job objective**

Accomplish the aspiration to be a successful HR professional for my career development by utilizing the learned & acquired skills by contributing to the enhancement of the Organization that I work

# Work Experience

* **Group Sr .HR executive in Ramee hotels and restaurant management Bahrain from 04th March 2015 till 04th October 2018**
* **Public Relation officer in National Health Mission(NHM) under Government of Kerala health Department, 24th September 2009 to 28th February 2015 (Government hospital Thrissur and Malappuramdist Kerala).**
* **HR/Assistant administrator In NIMS super specialty hospital Wandoor, Malappuramdistrict,and kerala.2008-2009.**

**Professional Skills**

* HR, Administration & Recruitment Knowledge
* Hospitality & Hotel Industry Knowledge
* Organized and Detail Oriented
* Positive Attitude
* Adaptive & Quick Learner
* Ability to work under stress and a good team player.
* Customer Service & Relation Building

**Technical/System Skills**

* Expert in MS Office (Word, Excel, PowerPoint, Outlook)
* Office management software(Hr net, Spark,Mcts)

**Job Responsibilities**

***Group sr.HR executive in Ramee hotels and restaurant management Bahrain from 04th March 2016 till 04th October 2018***

* Reports to the Director of HR
* Responsible for encoding and updating HR Net information such as salary, position and employee movement
* Initiates and/or processes employment requisitions; develops and/or edits
* departmental job descriptions, vacancy announcements, and position advertisements in consultation with Human Resources Manager
* Preparing employee full and final settlements
* Assists in recruitment and hiring of all employees. by Opening the positions in cater globel Posting the positions internally, Source, Screen & Shortlist CV’s through various channels including Online & Social Media channels.
* Processing employee visa related documents and maintains around 1250 employee passports
* Daily Update of the Recruitment Status in terms of vacancies per department as well as update on the status of the shortlisted candidates
* Develops and maintains confidential departmental staff and associated files, documents, and/or databases
* Responsible for all back office and administration tasks of the department, travel & ticketing arrangements.
* Oversees the preparation travel L.P.O’s, purchase requisitions, small purchase orders, and check requests; expense reports and invoices
* Ensure that reference checks are conducted for all associates before hiring and record of such references are kept on file.
* Ensure that all new associates are provided with all documentation, name badge, Sheraton pin, access card, locker key, accommodation key etc.
* Maintain an updated record of casual staffs working for the hotel i.e. Housekeeping, Car park, Stewarding, Banquet and Recreation
* Timely completion of associate ID, exit / reentry, ID card renewals, Food handlers health cards etc
* Travel arrangement for Managers, Clients & selected candidates ,including Hotel bookings and Ticket

***Public Relation officer in National Health Mission (NHM) under Government of Kerala health Department, 24th September 2009 to 28thFebruary 2015 (Government hospital Thrissur and Malappuramdist Kerala).***

* Oversee and maintain daily administrative operations to enhance and support a cohesive and effective office environment.
* Coordinating the recruitment and interview process.
* Coordinating Accreditation programme like Kash and NABH
* Coordinating Qci accreditation programme
* Well practice for all type of accreditation works
* Developing all type paper work for Qci and cash
* Conducting trainings for Qci and Kash
* Administrating Joining formalities.
* Responsible for Personal files.
* Pre-Employment Reference checks.
* Coordination of new employee’s induction training program.
* Processing staff payrolls, keeping account of finances and updating staff file.
* Preparing of monthly and weekly reports.
* Making of bank statement, bankreconciliation, and monthly expenditure statement.
* Preparing quotations andtenders.
* Raising and progressing purchase orders.
* Preparing invoice and bills.
* Screen phone calls, emails and direct visitors while answering routine questions.
* Make copies of correspondence, mail letters and file within internal records system.
* Schedule appointments and maintain calendar of events, meetings and conferences.

***HR/Assistant administrator In NIMS super specialty hospital Wandoor, Malappuram district, and kerala.2008-2009***

* Preparing employee monthly salary
* Preparing quotations and tenders
* Crosscheck all purchase orders and bills
* Maintain cashbook ,vouchers and bills
* Maintain staff personnel files
* Assist HR Manger for daily admin works
* Register and maintain RSBY Insurance

### Education

### BSc Plant Science

Branch : Plant Science-(2004\_2006)

Percentage of Mark : 52%

University : Calicut University, Calicut

### MSc Hospital Administration

Branch : HR, Marketing (2006-2008)

Percentage of Mark : 67%

University :Bharathiyar University, Coimbatore

**Achievements:**

* Employee of the Month in channel seven advertising agency Bahrain

**Languages Know**

* Malayalam
* English
* Hindi
* Tamil

# Personality Traits

* Perseverance and strong will
* Logical and versatile
* Comprehensive problem solving abilities
* Flexible and self-learning

# Personal Profile

Husband name : Anoop

Date of Birth : 30-11-1986

Sex : Female

Nationality : Indian

Passport No : M5229924

Visa Status :work visa

#### DELARATION

I hereby declare that the above furnished information in true to best of my knowledge.

**Akhila M Chandran**

**Place:**

**Date :**