



**RINY ISSAC**

Contact:08943150327

E-Mail: [rinyissac@gmail.com](mailto:rinyissac@gmail.com)

**Professional Summary**

Experienced HR and Hospital Administration Professional with nearly 3.5 years of involvement working in several notable channels of HR.

**PROFESSIONAL EXPERIENCE**

**VERA TRADING COMPANY (JUNE 2016-JAN 2018)**

HR & ADMIN ASSISTANT

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- ▢ Provides job candidates by screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.
- ▢ Maintains human resources records by recording new hires, terminations
- ▢ Orients new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information;
- ▢ Documents human resources actions by completing forms, reports, logs, and records
  
- ▢ Assisting with day to day operations of the HR functions and duties
- ▢ Communicate with public services when necessary
- ▢ Supervise the office administrative team to provide full spectrum of administrative support to the office including but not limited to office supplies, facilitate management, renovation/relocation, office lease and vendors management

**Career break taken to raise family : 2015-2016**

**THIRDWAVE HR & NETWORK PVT LTD**

**HR RECRUITER: MAY 2015-OCT 2015**

**ALORF HOSPITAL, KUWAIT, JAHRA (MARCH 2013-MAY 2014)**

INSURANCE ASSISTANT

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- ▢ Updating patients medical form, arranging for Hospital admission and other services
- ▢ Processing the medical claims as per the insurance rules
- ▢ Keeping good interaction with the patients
- ▢ Medical insurance billing and coding
- ▢ Reconciliation

**ACHIEVEMENTS**

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- ▢ Best Employer of the year 2014-Alorf Hospital Kuwait

- Given higher responsibilities based on improved performance on closures and joining of candidates
- Achieved merit based Salary hike
- Passion for learning.

#### EDUCATIONAL CREDENTIALS

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- **MBA (HR )** from IPD College, Punjab Technical university, Delhi-2012
- **BTECH (Electronics & Communication )** from BSAITM, IASE Rajasthan University-Delhi-2009

#### COMPUTER PROFICIENCY

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- Python, SQL server, XML, HTML, CSS, C, C++, C#
- Well versed with Windows XP, Ms Office (Word, Excel & Power Point), Internet & Email
- Database: SQLite, MySQL

#### PERSONAL DETAILS

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Father's Name	:	Mr C.T Isaac
Husband's Name	:	Mr Bejoy . T .Varghese
Date of Birth	:	09 <sup>th</sup> February 1988
Gender	:	Female
Marital Status	:	Married
Linguistic Abilities	:	English, Hindi, Malayalam, Tamil
Email ID	:	<a href="mailto:rinyissac@gmail.com">rinyissac@gmail.com</a>

#### DECLARATION

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I, RinyIssac, hereby declare that the above information is true to the best of my knowledge and any discrepancy, if found, is liable for my disqualification from the applied post.

Place: Cochin  
Date:

Riny Issac