**Parvathy E. M.**

**Human Resource Executive**

Seeking a career to utilize my knowledge and personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly.

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**PROFESSIONAL SUMMARY**

**C.T.L Healthcare Pvt. Ltd.** *(September 2017- December 2018)*

HR Manager and Coordinator

Enthusiastic and passionate human resource professional with one year of experience in CTL Healthcare Pvt Ltd. I have gained amble experience in managing various activities. Through my qualities, inherent skills and work experience I would like to enhance the status of the organization along with polishing my skills and abilities.

* Payroll Management
* Employees Joining Formalities
* Attendance Management
* Handling complete Recruitment lifecycle
* Exit Formalities
* Verifying Employee Allowance Claim
* Preparing Payment and Cash Vouchers
* Tally Updating- Cash/Bank
* Managing Travelling and Accommodation of Employees
* Maintaining Employee Files
* Preparing estimation of monthly budgets.

**SKILLS**

* Good organizational and time management skills
* A flexible approach to work
* Excellent coordination skills
* Willingness to learn
* Ability to deal with people diplomatically
* Team Player
* Enthusiastic & Passionate

**ACADEMIC ACCOLADES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institute** | **Board/University** | **Percentage** | **Year** |
| MBA | FISAT Business School | MG | 60 | 2017 |
| B.com | SN College | Calicut | 62 | 2014 |
| XII | Girls HSS | HSS | 82 | 2011 |
| X | National HSS | SSLC | 82 | 2009 |

**INTERNSHIP PERSONAL DETAILS PERSONAL DETAILS**

HR Recruiter at Prakat Solutions Pvt Ltd Bangalore, April-May -2016 date of birth

**PROJECTS**

“A Study on The Effect of Organizational Factors and Job Satisfaction on Absenteeism of Employees, With Reference to KPL Oil Mils (P) Ltd, Irinjalakuda

**EXTRA CURRICULAR ACTIVITES**

* Attended International Seminar on Global Human Resource Development at CUSAT.
* School chairperson of students Association for the year 2009-2011 Govt Girls HSS Irinjalakuda

**PERSONAL DETAILS**

* **Address :** Aranakkal House, Nandipulam PO,Thrissur,Kerala.
* **Date of birth :** May 1st, 1993
* **Languages known :** English, Malayalam
* **Marital status :** Married.
* **Interests &Hobbies :** Movies, Reading, Travelling

**DECLARATION**

I hereby declare that all the above information is true to the best of my knowledge and is responsible for my candidature.

Parvathy E M

Date : 18 February 2019