

# CURRICULUM VITAE



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**ATHIRA RAJ K**

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**Address for  
Communication:**

Door no:E2/104  
12<sup>th</sup> Cross Road  
Willingdon island  
Kochi 682003

**Personal Data**

Date of Birth : 09/05/1992

Sex : Female

Nationality : Indian

Marital Status : Single

Mother Tongue : Malayalam

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## Professional Summary

Human Resources Associate with comprehensive background in employee relations, recruiting, compensation and benefits. Detail-oriented HR Associate with excellent analytical skills and experience with benefits and payroll administration.

## Work History

### **Wishtree Infosolution**

Designation : **HR Executive cum Admin**  
(January 2019 – till now )

- Conducting recruitment/exit interviews and recording them accordingly
- Facilitating newcomers joining formalities
- Reviewing & updating job descriptions for all positions regularly
- Handling monthly payroll and yearly forms for employees.
- Communicating and explaining the organization's HR policies to the employees
- Handling administration of all contract labor
- Preparing and submitting all relevant HR letters/documents/certificates/ attendance as per the requirement in consultation with the management
- Handling all employee enquiries & grievances.
- Dispute settlements according to labor law, Factory rules & compliance guidelines.

### **Sahil Enterprises**

Designation : **HR EXECUTIVE**  
(September 2017- January 2019 )

- Screening resumes
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Promote a positive and open work environment where employees feel comfortable speaking up about issues
- Coordinate and direct work activities for managers and employees

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## Language Knows

- English
- Hindi
- Malayalam
- Tamil

## Core Competencies

- Recruitment strategies
- Training and development
- Recruitment
- Wages and salary
- Employee relations
- Candidate sourcing
- Resource planning
- Can work under pressure.
- Target oriented.
- Quick learner
- Effective communication skills

## Academies

- **Post Graduate** in **MBA** Human Recourses Management ( Annamalai university 2015-2017. 79%)
- **Graduation** in **B.com** Taxation ( MG University 2012-2015. 61%)
- **Intermediate - Commerce** Accounting ( Kerala State 2010. 71 %)
- **Matriculation** – ( Kerala State Board 2008. 86%)

## Academic Project Undertaken

A Study of Customer satisfaction of Online Shopping site special reference to Kochi.

## Technical Expertise

- Ms Office
- Tally

Details of References can be provided whenever required

Place

Date :

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