

SREELAKSHMI NARAYANAN
HUMAN RESOURCE ASSISTANT



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THURUTHANAPPARA (H)
POOTHRIKKA PO POOTHRIKKA
PUTHENCRUZ (VIA)
ERANAKULAM
KERALA-682308

SUMMARY

HR Assistant (Post Graduate in Human Resource Management) with above 1 year experience in Human Resource Management in assisting employee recruitment and selection process, management of leave, attendance and payroll system, successfully managed multiple tasks, managed personnel files, experience in NABH documentation, co-ordinated and performed day-to-day human resources activities and general office administration also knowledge in MS Office.

EXPERIENCE

Currently working (from 18/07/2018 till the date) as HR Assistant at MCS Hospital Muvattupuzha (Muvattupuzha Cooperative Super Speciality Hospital & Research Centre)

TRAINING

Completed 7 months training in the department of Human Resources at MOSC Medical Mission Hospital Kolenchery

SKILLS

- Excellent in Time management and organizational skills
- Good team player and understanding team dynamics
- Knowledge in MS Office
- Self-motivated
- Hard working
- Adaptive to any kind of situations

AREAS OF EXPERIENCE

- Recruitment and Selection
- Leave and Attendance

- Joining and Exit formalities
- Induction program
- Payroll
- NABH Documentation
- General office administration

EDUCATIONAL QUALIFICATIONS

Master of Human Resources Management (MHRM) with **80%** of marks

From CET College of Management Science and Technology, Airapuram under MG University, Kottayam (2015-2017)

Bachelor of Commerce with Computer Application with **75%** of marks

From Jai Bharath Arts and Science College Arakkappady under MG University, Kottayam (2012-2015)

Higher Secondary Education in Commerce with 81% of Marks

From G.H.S.S Poothrikka, Ernakulam (2010-2012)

SSLC with **80%** of Marks

From G.H.S.S Poothrikka, Ernakulam (2010)

PERSONAL DETAILS

Date of Birth : 04/11/1994

Gender : Female

Nationality : Indian

Marital status : Single

Father's Name : Mr. T.G Narayanan (Late)

Mother's Name: Mrs. Kumari Narayanan

PASSPORT DETAILS

Passport No. : T8884982

Date of issue : 13/09/2019

Date of expiry : 12/09/2029

Place of issue : Cochin

REFERENCE

DR. THOMAS MATHEW
DIRECTOR- ADMINISTRATION
MCS HOSPITAL MUVATTUPUZHA
MOB: 9447039090

MR. SABIN SUNNY
HR ASSISTANT
MOSC MEDICAL MISSION HOSPITAL
KOLENCHERY
MOB: 9946652436

DECLARATION

I hereby declare that the entire particular in this statement are true and correct to the best of my knowledge .I sincerely hope that you will find me as a deserving candidate and consider my application favorably for suitable post in your esteemed organization .

POOTHRIKKA

SREELAKSHMI NARAYANAN