

CURRICULUM VITAE



ATHIRA RAJ K

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**Address for
Communication:**

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

Personal Data

Date of Birth : 09/05/1992

Sex : Female

Nationality : Indian

Marital Status : Single

Mother Tongue : Malayalam

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
- 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

Core Competencies

Language Knows

- English
- Hindi
- Malayalam
- Tamil

- 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. 89%)
- **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 :
