

Jeeshma Mary

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Summary

Human Resource, Administration & Operations Specialist with practical understating of business needs. Areas of expertise include conflict management and employee training. Compilation & processing of attendance data in attendance system. Processing monthly attendance muster for workers, trainees & officers. Maintaining employees personal files and records, communicating HR policies & across the organization at all levels. Tracking attendance, maintaining leave records, issue letters, etc. Preparation of full and final settlement generation of Experience Letters, Relieving Letters. Keeping track of Confirmation, Appraisals, and Increments of employees. Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, reliving letter, etc.

Highlights

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| <ul style="list-style-type: none">• Employee relations• Innovative• Willing to shoulder challenges and responsibilities.• Positive Attitude | <ul style="list-style-type: none">• Can quickly grasp and learn new Technologies.• Strong Interpersonal skills• Professionalism• Faith in God |
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Experience

- **Operations Manager** @ Kent Constructions Pvt Ltd, Kochi – November 2018- September 2019
- **Sr. Executive - Credential Administration & CLC (CIMS Learning Centre)** @ CIMS Hospital (Care Institute of Medical Science) – JCI , NABH, NABL, Green OT Accredited Hospital, Ahmedabad, Gujarat – April 2017 – September 2018
- **Asst. Manager Administration** @ DDNMRC CeeVees Nuclear Medicine Therapy Centre – March 2015 – April 2017
- **Human Resource & Administration Executive** @ Spectrum Soft Tech Solutions Pvt Ltd Kochi – 2012 Sep - 2013 Sep

Education

- **2013-2015:- MBA in Finance (M K University) with 85%** CMS College Kottayam, Kerala, India
- **2007- 2010:- B com with Computer Application (M G University) with 60%.** Assumption College Changanacherry, Kerala, India
- **2005- 2007:- Sr. Secondary Commerce (Kerala State) with 80%.** Don Bosco Academy, Changanacherry, Kerala, India
- **2005:- Secondary (SSLC Kerala State) with 83%.** St Mary's Magdalanas Girls High School Kurichy, Changanacherry, Kerala

Additional Qualifications

- Diploma in Basics of Accounts from Assumption College (2008-2009)
- Medical Transcription Diploma from Spectrum Soft Tech Solutions (2010-2011)
- Basic Life Support (BLS) training from CIMS Hospital (2017)
- PG Diploma in Hospital & Healthcare Management from AIIMS (2017-2018)

Achievements

- Won best student Award in Sr. Secondary level.
- Spot Appreciation Award for best performance in Lung transplant committee administration.
- Spot Appreciation Award for Recruiting New batch of CLC (CIMS Learning Centre)

Languages Known

- English - Read, Speak, Write, Understand
- Malayalam - Read, Speak, Write, Understand
- Hindi - Speak, Understand
- Gujarati - Speak, Understand

Software Exposure

- M S Docs

Personal Details

Address: Mavunkal House, Sachivothamapuram P O, Kurichy, Changanacherry, Kottayam - 686532
Gender: Female
Date of Birth: 12th September 1990
Marital Status: Single
Religion & Caste: Christian, Latin Catholic
Height & Weight: 165 cm & 59 kg

Passport Details

Passport Number: **P4092182**
Expiry Date: **25/09/2026**

Reference

As per request

Declaration

I hereby declare that all the above information's given by me is true to the best of my knowledge and belief and no efforts have been made to falsify any details.

Place: Changanacherry

Date:

Jeeshma Mary