

NITHYA MOHANAN
KERALA,INDIA
Mob: +918547891364
E-mail: nithyamohanan91@gmail.com



HUMAN RESOURCE EXECUTIVE

Dedicated and top-performing Human Resource professional with proven track record of handling a rich blend of HR, Administrative, organizational, client relations, executive support responsibilities.

PROFESSIONAL EXPERIENCE

KITEX GROUP, INDIA

HR EXECUTIVE

MARCH 2015 - PRESENT

RESPONSIBILITIES:

Recruitment/New Hire Process

- ♣ Participating in recruitment process
- ♣ Posting job ads , organizing resumes and job applications
- ♣ Process and review employment applications in order to evaluate qualifications or eligibility of applicants.
- ♣ Answering enquiries of job applicants regarding examinations, eligibility, salaries, benefits, and other pertinent information.
- ♣ Scheduling job interviews and assisting in interview process
- ♣ Ensuring background and reference checks are completed
- ♣ Preparing new employee files
- ♣ Overseeing the completion of compensation and benefit documentation
- ♣ Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- ♣ Administering new employment assessments
- ♣ Serving as a point person for all new employee questions

Payroll and Benefits Administration

- ♣ Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
- ♣ Answering payroll questions

- ♣ Participating in benefits tasks, such as medical and other reimbursements, etc.
- ♣ Liaising with concerned financial organizations for getting the credit cards or other monetary requirement

Record Maintenance and General

- ♣ Process, verify, and maintain documentation relating to personnel activities such as recruitment, benefits, employment status, training, grievances, performance evaluations, classifications, termination, etc.
- ♣ Provide clerical and administrative support to Human Resources executives
- ♣ Organizing induction training for new workers about the company’s rules and regulations.
- ♣ Issuing wage-slips of workers and finalizing paperwork when a workers resigns.
- ♣ Checking all records to ensure they conform to the requirements of the data protection act.
- ♣ Communicate with public services when necessary
- ♣ Properly handle complaints and grievance procedures

EDUCATION

- ⇒ Master of Business Administration (HR &Marketing)
M.G. University, 2015
- ⇒ Bachelor of Engineering(EC)
Anna University, 2013

KEY SKILLS

- ⇒ Hardworking
- ⇒ Excellent communication and writing skills
- ⇒ Ability to work well under pressure
- ⇒ Organized and Multi-tasked
- ⇒ Capable team player and an initiator
- ⇒ Able to effectively liaise with people at all levels
- ⇒ Advanced IT expertise

LANGUAGES KNOWN

- ⇒ English
- ⇒ Hindi
- ⇒ Malayalam

ACHIEVEMENTS

- ⇒ Have participated and won prizes in various management fests
- ⇒ Organizing committee member, College Fest 2015
- ⇒ Attained “lean six sigma green belt”
- ⇒ Coordinator, Cultural Fest

PERSONAL DETAILS

Date of Birth : 20/09/1991
 Nationality : Indian
 Father’s Name : K. G. Mohanan

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Nithya Mohanan

(References available on request)