

CURRICULUM VITAE

ASHA ACHUTHAN

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ThattampadyKarumalloor p.o,

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CAREER SUMMARY AND OBJECTIVE :

I did masters in HR. Pursued career as assistant HR Manager before taking a break to support the family. Looking for a Challenging Career closely associated with a team of Professionals.

ACADEMIC PROFILE:

Period	Degree
2002-2004 Loyola College (Pondicherry University), Chennai.	: Masters in Human Resources Management (M.H.R.M)
1998-2001	: Bachelor of Business Administration (B.B.A) D.R.B.C.C.C. Hindu College, Chennai.
1996-1998	: H.S.S. Vijayantha.Sr.Sec.School, Chennai.
1995-1996	: S.S.L.C. Vijayantha.Sr.Sec.School,

COMPUTER EFFICIENCY:

Diploma in Computer application : Madras Institution of Computer Technology.
D.R.B.C.C.C. Hindu College, Chennai.

PROFESSIONAL EXPERIENCE:

MANAPPURAM GROUP FIRMS, Aluva, (Oct 1st 2007 – Nov 04 2009)

Company Profile

- The Group commenced its operations at Valapad, mainly with money lending activity on a very modest scale.
- In order to look after the fee-based activities exclusively the Group has promoted a separate Company called Manappuram Insurance Brokers Private Limited (MAIBRO) as wholly owned subsidiary of MAGFIL, the flagship Company of the Group.
- As a part of its diversification the Group also started Forex Business upon the Reserve Bank of India granting it a Full Fledged Money Changers Licence in the year 2002.
- It has Seven Companies under its fold having 347 branches spread over ten States.

Job Profile

Assistant Human Resources Manager

- Work with department managers in writing and placing job vacancy ads.
- Assist with screening resumes, interviewing candidates, and assists with hiring new employees.
- Provide clear, effective, timely and constructive feedback to management on interviewing techniques and effective labor relations.
- Conduct new employee orientations and safety training programs, ensuring all necessary forms and documents are completed.
- Set up all necessary personnel files and maintains related records.
- Conduct exit interviews with employees leaving the company. Providing them with pertinent and accurate information, notifying necessary health/insurance providers.
- Answer benefit questions for managers and employees, as well as assist with problem solving. Act as a liaison between employees and insurance carriers to resolve problems and clarify benefits. Assist with annual benefit renewals, including enrollment procedures.
- Ensure that documentation is completed for any workers compensation claims, short-term or long-term disability claims. Conduct follow up to ensure that all parties are kept informed.
- Process all salary changes due to merit increases, promotions, bonuses, and pay adjustments. And ensure that all necessary documents are received, information is entered into computer database, and forwarded to payroll.
- Apply fundamental business and human resource concepts to establish and maintain effective work relationships with managers, the corporation, and the community; and maintain professional competence, knowledge and skill necessary for the satisfactory performance of all assigned responsibilities. Handle information in a confidential manner.
- Advised managers and employees on the interpretation of personnel policies, compensation and benefit programs and collective agreements.
- Negotiated collective agreements on behalf of employers or workers, mediated labor disputes and grievances and provided advice on employee and labor relations.
- Researched and prepared occupational classifications, job descriptions, salary scales and competency appraisal measures and systems.
- Planned and administered staffing, total compensation, training and career development, employee assistance, employment equity and affirmative actions programs. Managed programs and maintained human resources information and related records systems.

- Co-ordinated employee performance and appraisal programs.
- Looking after Estate's & Premise's department.

PERSONAL PROFILE:

Name : Asha Achuthan
Father's Name : V.K.Achuthan
Date of Birth : 01- November- 1980
Sex : Female
Nationality : Indian.
Religion : Hindu
Marital Status : Married
Linguistic proficiencies : English, Hindi, Tamil, Malayalam.

I declare that the details furnished above are true to the best of my knowledge and belief.

Date :
Place :

(ASHA ACHUTHAN)

