

RESUME

Name : **Panthavoor Aathira Sudheer**

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OBJECTIVES

Looking for a human resource specialist position in organization to identify opportunities to develop employee performance, lead and contribute to overall organizational goals.

WORK EXPERIENCE

➤ **AARTI INDUSTRIES LIMITED – MANAGEMENT TRAINEE (AUGUST 2020 - APRIL 2021)**

- 1) Coordinating and arranging interview schedules
- 2) Conducting on boarding process
 - Preparing Offer Letter, Appointment Letter and Medical Letter
 - Conducting all documentation process
 - Preparing induction form and give instructions about induction
 - Introducing new employee to each department
 - Providing training about their role, work procedure, rules, regulations, attendance, leaves etc
 - Preparing Identity Card of new hires
 - Handing over the employee to the specific department
- 3) Preparing individual files for each employees, maintaining and updating employee database
- 4) Preparing warning letter, notices and announcements
- 5) Preparing performance appraisal format, reviewing the performance and providing feedback
- 6) Leave and Attendance Management
- 7) Conducting payroll process
- 8) Effectively resolved all employee related issues and addressed concerns
- 9) Administration work
 - Maintaining bills of vendors, medical bills, cash vouchers etc
 - Handling all security related problems
 - Maintaining medical insurance of all employees
- 10) Conducting exit interviews and preparing experience and relieving letter
- 11) Conducted and worked for ISO Certified Programme

➤ **UNIQUE LIQUID ENGINEERING – HR & ADMIN EXECUTIVE (December 2019 – March 2020)**

- 1) Sourcing the candidates through online platforms and job portals.
- 2) Scheduling and follow-up with candidates for interview.
- 3) Conducting first round of interview
- 4) Handling joining and exit formalities
- 5) Conducting induction and orientation to new employees
- 6) Updating employee database every month
- 7) Attendance management
- 8) Processing payroll
- 9) Employee engagement activities
- 10) Performance management
- 11) Handling employee queries and problems, give them mentoring
- 12) Handling all the admin related work (Stationery, Id card, Office Equipment's).

EDUCATIONAL QUALIFICATION

DEGREE	INSTITUTE	UNIVERSITY/ BOARD	YEAR OF PASSING	PERCENTAGE/GRADE
MMS	GNVS INSTITUTE OF MANAGEMENT, SION	MUMBAI UNIVERSITY	2017-2019	A – GRADE
BMS	KELKAR COLLEGE, MULUND	MUMBAI UNIVERSITY	2016-2017	A – GRADE
HSC	MODEL COLLEGE	MAHARASHTRA BOARD	2014	69%
SSC	MODEL ENGLISH SCHOOL	MAHARASHTRA BOARD	2012	79%

SKILLS

- Multitasking
- Team work
- Co-ordination and Collaboration
- Good communicator

INTERNSHIP EXPERIENCE

- Worked as a summer intern for 1 month in Sandoz Pvt. Ltd under HR department from 4th April to 30th April 2016
- Worked as a summer intern for 2 months in Arch Pharma labs Ltd. (Dombivli unit) under HR department from 7th May to 2nd July 2018

PERSONAL INFORMATION

Date of Birth : 02-06-1997

Gender : Female

Father's Name : Sudheer P.M.

Mother Tongue: Malayalam

Nationality : Indian

Languages : English, Hindi, Marathi

Marital status : Married