



Hemlata Pawar

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Kerala, India**

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Objective

To be the best in terms of knowledge and performance. To be an active participant in the overall growth of the organization by putting in my best effort and achieving new skills while strengthening the ones I already possess.

Work Experience Summary

Total 9 years of Experience. Functioned in Admin and HR Generalist profile.

Work Experience

From January 2017
To Present

Company name: T.I.M.E Kids, Preschools

Job Position : Branch Cordinator Cum Teacher



Main duties performed:

- Planning and implementing strategies to increase the number of walk in customers.
- Executing the right strategies to increase the revenue of the branch.
- Achieving quarterly targets.
- Timely evaluation of staff performance.
- Maintaining accounts ledger by posting cheques and other cash vouchers.
- Ensuring smooth functioning of the daily activities in branch and maintaining branch assets.
- Teaching students in Montessori and Walldorf method.
- Receiving and documenting timely feedbacks of parents,

From April 2011
To September 2016
Tenure 5.5 years



Company name: T.I.M.E Pvt Ltd, Entrance Coaching Centre.

Job Position: HR Cordinator

Main duties performed:

- Eventually distributing manpower required for the proper functioning of branches.
- Preparing and implementing monthly staff schedule with regard to the branches.
- Assisting in payroll management.
- Updating and maintaining leave register and muster roll.
- Assisting in documentation of HR files.
- Providing assistance in front office whenever required.
- Providing student counselling support upon demand.
- Maintaining assets register and stationery purchase records.

Education

From June 2015
To May 2017 MBA- Human Resource from Bharatiyar University.

From July 2007
To March 2010 BCom- Finance from Delhi University.

From June 2005
To March 2007 ISC from St. Aloysius Convent School,Chirackal.

From June 2004
To March 2005 ICSE from St. Aloysius Convent School,Chirackal.

Achievements

- Completed course in Tally ERP 9.
- Completed course in MS Office.
- Received Employee of the month award from T.I.M.E Pvt Ltd.

Technical Qualification

Two-Wheeler Driving License (Indian)

Certified Tally ERP 9 and MS Office professional.

Languages Known

English, Hindi and Malayalam.

Age and Date of Birth

31 yrs., 24th September 1989

Passport Details

Passport no : P 9831710

Place and Date of issue: Kochi, 21st April 2017

Date of expiry : 20th April 2027

Declaration

I hereby declare that the information mentioned above is true to the best of my knowledge and belief.

Kochi


Hemlata Pawar