

RESHMA R UNNITHAN

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Ernakulam, Pin - 682013
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CAREER OBJECTIVE

To employ my knowledge and experience in accounts or administration with the intention of securing a professional career with opportunity for challenges and career advancement.

EDUCATION

- Teams College, Kochi
Master of Business Administration (MBA)

2020
- Indian Institute Of Management Studies, Kochi
Bachelor of Business Administration (BBA)

2017
- Kendriya Vidyalaya Island Grounds, Chennai
12th

2014
- Kendriya Vidyalaya Island Grounds, Chennai
10th

2012

EXPERIENCE

- Prime School Of Advanced Studies, Kochi
Student Counselor cum Admin Assistant
16 October 2020 - 22 April 2021
 - ✓ Providing individual and small group counseling for students.
 - ✓ Assisted students with the admission process, acquisition of study skills, academic opportunities and benefits.
 - ✓ Consultant with students, parents and other community personnel to assist in meeting the needs of all students.
 - ✓ Establish and maintain cooperative relationships with students, colleagues, parents, organisational personnel and outside public resources.
 - ✓ Develop and organise sequence of activities in the community and institute settings.
- Sreedhareeyam Ayurvedic Eye Clinic, Ernakulam
Jr. Admin Executive
23 April 2021 - Still Present
 - ✓ Answers phones in a timely manner using good customer service skills and judgement in the distribution of messages
 - ✓ Compiling medical records and charts of all the branches
 - ✓ Branch handling & performing clerical duties such as photocopying, scanning and mail distribution

- √ Prepare communications, such as emails, reports and instructional documents
- √ Co-ordinating with the travel agencies for checking the availability of train tickets for the convenient time of Treatment staffs and Doctors as and when needed
- √ Write and edit documents from letter to reports and instructional documents
- √ Create and maintain filing systems for each and every branches, both electronic and physical
- √ Maintain records for staffs and phones
- √ Creates various types of documentation using Microsoft office
- √ Coordinates Meetings and conferences calls as needed
- √ Maintain daily attendance record of all the branches and assisting the HR in salary workings.
- √ Sorting the appropriate resumes for a vacant post in organisation & conducting an initial interview with the personnel.
- √ Perform other related duties as assigned by HR Manager and HR Executive
- √ Managing HR & administrative duties assigned such as Professional Tax, ESI & PF Registration, Labour Welfare Fund workings, License Renewal etc.
- √ OP Scheduling & arranging OP team members accordingly for various branches.
- √ Handling Full and Final Settlement Workings on a monthly basis.
- √ Preparing reports like Cost Per Employee Workings.

PROJECTS

- A Study On Employee Absenteeism And Labour Turnover. December 2016-January 2017
 A study on Employee Absenteeism and Labour Turnover at PVS memorial hospital Pvt Ltd, Kaloor. A project report submitted to Mahatma Gandhi University, Kottayam in partial fulfillment of the requirements for the award of the degree of BBA 2014-2017 submitted by me under the guidance of Mr. Anto J Puthussery (Management Faculty), IIMS.

PERSONAL PROFILE

- Date of Birth : 29/05/1996
- Marital Status : Single
- Nationality : Indian
- Known Languages : English, Hindi, Tamil & Malayalam

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