

ATHIRA RAMACHANDRAN

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OBJECTIVE

I am an MBA graduate having 3 years of experience as HR Executive. I am interested in working for a suitable company that will encourage my growth and development to be the most efficient and effective employee I am possibly be.

EXPERIENCE

2021 -
Present

Urogulf Global Services pvt. Ltd

Hr Executive

Handle whole recruitment process as per the requirement of the organization (IT and Non IT).

Facilitating joining and exit formalities.

Preparing and maintaining payroll, attendance and leave policy.

Assist and support management and handle, resolve hr issues.

Maintenance of all employee records and file. Design and update job descriptions.

Interview candidates (via phone, video and in-person).

Develop and maintain positive working relationships with employees of the organization.

Facilities operational and administrative activities.

Daily reporting.

2020 - 2021

Sion International

HR Executive

Managing daily operations of HR department,

Assisting in monitoring employee relation issues, administering benefits and payroll and overseeing time office management,

Attending employee queries, request and concerns regarding the company and human resource programs, policies and guidelines.

Updating, reviewing, ensuring, accurate maintenance of all employee records and files,

Coordinating holiday and pay,

Analysing company manpower requirements.

2018 - 2020

Kitex Ltd

Hr Executive

Processing of payroll from start to finish by using HRMS software.

Onboarding and enrollment of new joiners.

Statutory compliance (ESI and PF).

Attendance management.

Working out Overtime, bonus, incentives etc..

Working out the grade change and earned leave updation periodically.

Full and final settlement of resigned employees
(SALARY, BONUS, PF)

Answering queries of employees regarding payment and ensuring speedy reparation of problems.

EDUCATION

2018	Kannur university campus Nileshwar MBA 64%
2016	Sir syed Institute Thaliparamba BBA 73%

SKILLS

- Good Communication, hardworking, Leadership, problem solving, Time management, fast learner and decision making,

REFERENCE

- **Nisha Mary George - "Kltex Ltd"**
Manager HR and Admin
+919747978282

LANGUAGES KNOWN

- English
- Hindi
- Tamil
- Malayalam

STRENGTH

- Organized, punctual, honest, sincere, confident, disciplined.