

OBJECTIVE

To be a part of company that indulges professional growth which provides challenging and rewarding career while allowing me to utilize my knowledge and skills. Responsible, self-motivated, passionate and committed professional with a get it done approach. Reliable and highly organized team player with excellent communication skills, team building and relationship management. Always willing to go extra mile to deliver better service.

EDUCATION

Marthoma College for Women (MG University)

2013- 2016

Bsc Physics with Applied Electronics

7.13

De Paul Institute of Science and technology (MG University)

2016 - 2019

Msc Computer Engineering and Network Technology

7.1

IGNOU University

2021 - 2022

PG Diploma in Human Resource Management

PROJECTS

DMZ

Project done in MSC "Demilitarized Zone Network – DMZ" Security build between private sector and public sector using the firewall.

PUBLICATIONS

PRADAN

Published Research paper titled "Proactive Approach with Data Analytics - PRADAN" in IJIRCCE Volume 6, Issue 3, March 2018.

SKILLS

A good team player

Positive attitude towards work

Good communication skills in written and verbal both

Ability to deal with people diplomatically

Excellent in Coordination and Quick Learner

EXPERIENCE

Alight NGA HR

Dec 03, 2018 - Sep 16, 2021

HR Associate

Experienced Benefits Report activities with demonstrated history of working in the HR Industry. Handles Separation, Termination, Onboarding activities, Transfer actions, Creation of Verification of employment letters, internal hiring, internal letter creations and validation for US and Canada employees. Provides Ideas in Automation for the business growth under new tower and provided them new ideas on automation to make the process flow work faster and better

CSS Kingston

Sep 20, 2021 - Feb 14, 2022

HR Coordinator

Experienced HR activities professionally and utilized skills, knowledge and experience to assist the organization in achieving its goals while ensuring career growth. Handled Leave Applications, Absenteeism, Visa Processing (UAE), Payroll, Letters (Salary Certificate, Salary Transfer Certificate, NOC's, increment letter, Warning letter, Offer letters etc.).

ACHIEVEMENTS & AWARDS

Secured Responsible and Excellent award twice while learning out the process faster and providing Training to peer within a short period of time.

LANGUAGES

English

Malayalam

Tamil

INTERESTS

Travelling

Music

Drawing and Painting