



SREYA M

Experience

Human Resource Assistant

Gateway Institute and Recruitment Services Pvt Ltd

1st February 2018 to 31st December 2020

- Managed HR services such as employee management, payroll processing, interviewing, grievance handling and database management, insurance, salary approval, promotion and exit.
- Managed recruitment process and onboarding of 236 employees and also end to end employee life cycle management.
- Deals with local policies and procedures.
- Ensure positive and healthy work environment for the team.
- Organized company events and games, employee gatherings.

Recruitment Executive

Gateway Institute and Recruitment Services Pvt Ltd

1st May 2017 to 31st January 2018

- Talent management: Recruited and screened qualified potential employees.
- Monitoring employee probationary periods.
- Maintained degree of accuracy and complete personnel records.
- Assisted with administration and HR operations.

Education

Master of Business Administration (Human Resources & Finance)

School of Management Studies, University of Calicut, 2014-2016

Bachelor of Commerce (Cooperation)

Chinmaya Mission College, Kannur University, 2010-2013

Achievements

- Received “Certificate of Excellence” from Gateway Institute and Recruitment Service Pvt Ltd. for workplace well-being in recognition of outstanding contribution to the organization on 11th January 2020.
- Received “Appreciation for Distinguished Service” from Gateway Institute and Recruitment Services Pvt Ltd. for superior dedication and positive attitude towards work on 2nd April 2018.
- Successfully conducted a National Level Management meet, 2015 organized by School of Management Studies, University of Calicut as Joint Convener.

Certificates

Linkedin Learning Certificate for “Strategic Human Resources”. Achieved on 28th May 2021.

Linkedin Learning Certificate for “Six Sigma Foundations”. Achieved on 30th May 2021.

Highly effective Human Resource Professional with over 3.8 years of experience in service sector. A conscientious & hardworking team player seeking to leverage my skills in Senior HR Position at your firm.

Contacts



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Chalad P.O,
Kannur, Kerala
Pin 670014**



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Personal Details

Date of birth: 28-02-1993

Gender: Female

Marital status: Single

Nationality: Indian

Languages

	Read/ Speak	Write
Malayalam	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hindi	<input checked="" type="checkbox"/>	

Skills

Always looking for ways to improve and reinvent

Capable of analyzing and solving problems and team work

Focused and performance oriented

Proficient in MS Office products

Seeing tasks through to completion

Sociable and friendly by nature

Hobbies

Crafting usually out of waste materials

Gardening - it connects to nature