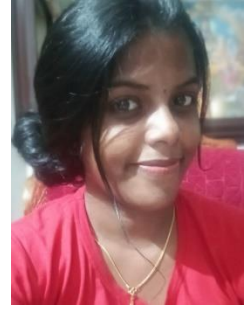


RESUME

Arya A S

Ph no: 7306256416

Email Id: aryamolas1198@gmail.com



Career objective: Forward thinking individual with refined interpersonal and multitasking skill. Looking to join a progressive organization to provide high end administrative support in Human Resource Department.

Educational Qualifications

Course	Institution	Board/university	Year	Percentage
MHRM	DePaul Institute of science and Technology, Angamaly	MG university, Kottayam	2021	75%
B.com Finance and Taxation	Stella Maris College of Commerce and Industry, Ramamangalam	MG university, Kottayam	2019	78%
Plus two	GHSS, Piravom	HSE	2016	82%
Tenth	St Ephrem seminary public school, Vettickal	CBSE	2014	86%

Key Projects

- A study on Employee Welfare Measures at O/E/N India Ltd, Mulanthuruthy.

- Internship at TATA Communication Ltd, Mumbai on the topic Employee Reward system.
- Customer satisfaction on Mutual fund at Piravom area.

Professional Qualifications

- Diploma in Human Resource Management- Discipline in Organizations from Alison.
- Diploma in modern Human Resource- Recruitment and Selection- Revised from Alison.
- Microsoft Excel 2019 Beginners from Alison.

Achievements

- NSS volunteer during Degree period.
- Coordinator in Management Fest

Personal Skills

- Communication Skill
- Positive attitude
- Decision Making Skills
- Empathetic

Soft Skills

1. MS Tools
2. HRMS
3. SAP

Working experience

HR intern at V Star creations Pvt Ltd (Sep 2021- Nov 2021)

- Sourcing candidates from Naukri.
- Calling candidates and collecting details.
- Checking employee file, find missing documents & inform them.
- Enter employee details in HRMS.
- Sort employee details in Excel sheet.

Team Member HR at Mane Kancor Ingredients Pvt Ltd (Dec 2021- Till date)

HR Administration

- ❖ Discuss with candidates shared for the open positions and update interview tracker.
- ❖ Schedule interviews by coordinating with the candidates and panel members, and schedule meetings using MS teams.

- ❖ Collate and share employment application forms and interview evaluation form for interviews.
- ❖ Update attendance and leave register by filling in the attendance and allowances from attendance card to excel for the monthly payroll process.
- ❖ Update workers attendance management system with the leaves received.
- ❖ Coordinate with Internal training
- ❖ Updating daily attendance in CLMS

Admin Activity

Front office & Guest Management

- ❖ To provide detailed instructions to the visitors & Customers and maintain their data in master file.
- ❖ Provide required information over phones.
- ❖ Tree plantation & maintaining master data of tree planting.

Facility Management

- ❖ Arrangement of refreshments to the visitors and Customers
- ❖ Managing conference hall booking
- ❖ Pantry stock management & Purchasing
- ❖ Stationery stock management.
- ❖ Purchasing of stationery items.
- ❖ Library book management.

Vendor Management

- ❖ Entering bills received from vendors in master data for bill processing.
- ❖ Providing weekly payment release for processing.
- ❖ Coordinate with vendors for timely bills collection.

Courier Management.

- ❖ Management of incoming & outgoing couriers

Housekeeping

- ❖ Managing water supply to plant and other departments.
- ❖ Properly maintaining Reception, pantry, Cafeteria, Conference halls.

Personal Details

- Age: 23
- DOB: 11/06/1998
- Gender: Female
- Address: Ambalatharayil (H) Maneed (P.O)
Cheerakkattupara
Piravom (via) Ernakulam
Pin:686664

Languages Known

languages	Read	Write	Speak
English	✓	✓	✓
Malayalam	✓	✓	✓
Hindi			✓

Reference

<p>Alice George (Manager HR& Admin) V-Star Creations Pvt Ltd Ph no: 8129003500 Mail id: alicegeroge@vstar.in</p>	<p>Manu Wilson (Associate HR) Mane kancor Ingredients Pvt Ltd Ph no:9995038926 Mail id: manu.wilson@mane.com</p>
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Declaration

I hereby declare that all the information furnished above is true to the best of my belief.

Place: Maneed

Date :

