

## SREEJA HARIDAS



### Email ID

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### Permanent Address

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### Phone Number

Mob: 7907396552  
9946195559

Date of Birth :23-08-1991  
Gender :Female  
Nationality : Indian

### Languages Known

- English
- Hindi
- Malayalam

### Hobbies & Interests

- Dance
- Exploring the Nature
- Gardening

## CAREER OBJECTIVE

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Looking for a significant and challenging position in a dynamic environment which gives me an opportunity to explore my Professional Knowledge, Skill Base and experience by the execution of vested responsibilities with loyalty and integrity and thereby adding value to the firm.

## SUMMARY

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HR professional with 6+ years of experience in managing and coordinating Human Resource functions and facilitating the planning and execution of policies and procedure. Skilled in all aspects of Human Resource Management including Talent acquisition, training and development, payroll administration, employee relations, conflict management, performance management, statutory compliance etc.

## EDUCATIONAL QUALIFICATION

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### MBA (HRM/Marketing)

Institution: Sree Narayana Gurukulam College of Engineering (SNGCE) Mahatma Gandhi University  
Marks Obtained: First Class  
Year of passing: 2013

### BBA

Institution: St.Teresa's College, Ernakulam  
Mahatma Gandhi University  
Marks Obtained: First Class  
Year of passing: 2011

### PLUS TWO

Institution: G.V.H.S.S Maneed  
Marks Obtained: 70%  
Year of passing: 2008

### S.S.L.C

Institution: G.V.H.S.S Maneed  
Marks Obtained: 80%  
Year of passing: 2006

## COMPUTER PROFICIENCY

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- Knowledge of MS Office
- Undergone a Certificate course in Office Automation

## KEY SKILLS

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- Proactive and self-motivated
- Honest, sincere and Hardworking
- Committed to guidelines and schedules
- Cop-up rapidly with situations
- Can work independently and also an active team player
- Leadership skills
- Listening and motivating skills
- Optimistic and Enthusiastic
- Interpersonal skill

## WORK EXPERIENCE

### **Current Organisation: Air India Express Ltd**

Position : Sr HRAssistant

Period: August 2017- Present

Location: Cochin

## Duties and Responsibilities

- Screening of Applications and Shortlisting of candidates for different positions.
- Preparing letters such as offer and confirmation
- Co-ordinating recruitment activities Such as Interview, Written Test etc.
- Employee orientation & Communicating and explaining the organization's HR policies to the employees
- Undertaking Induction & other Employee joining formalities
- Follow up of confirmation records statutory obligations
- Reviewing job descriptions for all positions at regular intervals and updating them in consultation with the respective managers
- Monitoring the attendance details, leave records, holidays etc of staff
- Open up communication channel with the staff and handling their queries.
- Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee
- Preparing and submitting all relevant HR letters/documents/certificates as per the requirements of employees in consultation with the management
- Perform as effective grievance redressal cell.
- Upkeep and maintenance of MIS pertaining to HR related issues
- Preparation of Monthly reports
- Updation of Employee details in SAP system and payroll processing
- Implementing and administering performance management process as per the rules of the company.
- Handling the full and final settlement of the employees

## PREVIOUS ORGANISATIONS

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- **Infopark Project Office**

Position : HR Executive

Period: Sept 16, 2015- July 15 2017

### **Duties and Responsibilities**

- Handled both the role of HR executive as well as assistant to CEO
- Co-ordinating the recruitment activities and selection process.
- Maintaining and regularly updating the Employee database.
- Managing employee Performance Evaluation, appraisal, Increments and Promotion.
- Preparing relevant HR Letters/Documents/Certificates as per the requirement of employees in consultation with themanagement.
- Providing assistance and administrative support to CEO
- Attending enquiries and handling them properly.
- Attendance management and payroll administration.
- Preparing e-mails/letters/ office orders and other corporate documentations.
- Preparation of minutes and meeting reports.
- Preparation of Agenda for the Board meetings.
- Organizing staff meetings.
- Performing all the admin functions

- **Organization: LakeshoreHospital**

Position: Public Relation Assistant

Period : 2<sup>nd</sup> Jan 2014 -31<sup>st</sup> July 2014

### **Duties and Responsibilities**

- Handling Enquiries and providing proper guidance to the Customers.
- Handling complaints and forwarding it to the concerned departments.
- Ensuring the Quality of the Services rendered.
- Conducting Surveys to analyse the satisfaction levels of Customers.
- Preparation of reports of Critical incidents.
- Collecting suggestions from the Customers for improving the Service.
- Dealing with VIPpatients

## **ACADEMIC PROJECTS**

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- Project study on “The Effectiveness of training and development” at **FCI OEN Connectors Ltd.**,
- Project Study on “Employee Job satisfaction” at “**Arya Vaidya Sala Kottakkal**” .

## **INDUSTRIAL VISITS**

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- Brahmins foodproducts
- GTN Textiles etc
- FACT
- Fenix WaterSolutions

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### **Declaration**

I hereby declare that the information provided above is true to the best of my Knowledge and belief.

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Place:Cochin

**Sreeja Haridas**