

# SWATHY PS



To build career in a growing organization, where i can get the opportunities to prove my abilities by accepting challenges, fulfilling the organization goal and climb the career ladder through continous learning and commitment.

## CONTACT

✉ swathyps2016@gmail.com  
☎ 7025867528  
📍 Panthakkal(h), Munthathicode (p.o.)  
Thrissur,Pin:680623  
🌐 Swathy Sreenivasan

## SKILLS

### Operating Systems

Microsoft word ●●●●●●  
Microsoft Excel ●●●●●●  
Microsoft outlook ●●●●●●  
Power point ●●●●●●  
Windows ●●●●●●

### Soft skills

Leadership ●●●●●●  
Communication ●●●●●●  
Team Management ●●●●●●  
Team Player ●●●●●●  
Team Leader ●●●●●●

### Languages

Malayalam ●●●●●●  
English ●●●●●●  
Hindi ●●●●●●  
Tamil ●●●●●●

## EDUCATION

📅 Master of Business Administration  
📍 Hindusthan Institute of Technology, Anna University  
2018-2020  
📅 BBA in Finance  
📍 co-operative arts science college, Calicut University

## PERSONAL DETAILS

Gender: Female  
Marital Status: single  
Father's name: Sreenivasan p k,  
Nationality: Indian  
Date of Birth:04-01-1997

## WORK HISTORY

📍 Safe and Strong Business Consultants PvtLtd  
HR Coordinator.

Safe and Strong Business Consultants Pvt Ltd is a multi-business operation under a single umbrella. Here, I have coordinated many programs and managed promotion activities.I coordinated recruitment activities,handled end to end recruitment procedures and documentation.

📍 New Vision Canada your education partner  
HR Assistant cum program coordinator.

Recruited employees for our on company, end to end recruitments,joining formalities,documentation and attendance handling. I have handled LinkedIn, Indeed and other social media platforms for searching candidates. It was indeed a great experience working with them.I worked there 1 year and i learn lot of things,good company for fresherswho looking for best opportunities.

## ACHIEVEMENTS, HONOURS AND AWARDS

- 🏆 Chief coordinator of college management fest
- 🏆 program coordinator of college Symposium
- 🏆 Diploma in Indian and Foreign accounting

## INDUSTRIAL EXPERIENCE

- 🏆 Project on 'Competency analysis of Employee at Alagappa textiles and Mill, Thrissur'
- 🏆 Internship on 'employee engegment at steel and forgings ltd, Thrisur'
- 🏆 Project on 'Customer satisfaction at Indian coffe House [ERCMPU], Thrissur'

## REFERENCE

Jenny ,chief HR,New vision canada

9605543128