

SANITHA RASHEED

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OBJECTIVE:

To ensure challenging position in a growing organization where I would be able to utilize my capabilities to the best extend and in the process add value to the organization and my career.

EXPIERENCE:

- **Working as HR Assistant in MPS INDIA HOLDINS PVT LTD from January 2020**
 - Prepared and posted job openings to appropriate job sites and newspapers.
 - Assessed organization's policies, making suggestions to improve work productivity, team collaboration, recruiting and hiring initiatives.
 - Maintained records of personnel documents, including payroll forms, leave notifications, employee files, benefits information and workers' compensation files.
 - Conducted background checks, reference checks and employment verification.
 - Completed on boarding and new hire orientation for all employees.
 - Facilitated delivery of HR services by establishing and maintaining positive relationships with teams and leadership across organization.
 - Researched employee relations issues and conducted meetings with employees and supervisors.
 - Conducted employee hiring and exit interviews.
 - Enforced compliance with federal, state and local employment regulations and laws.
- **Worked as Administrator in WESTBROOK INTERIORS LLC from June2015 to Aug2016**
 - Facilitated communication between departments, management and customers to resolve issues and achieve performance targets.
 - Improved office organization by developing filing system and customer database protocols.
 - Spearheaded special projects throughout lifecycle to final resolution.
 - Kept software updated with latest patches to prevent unauthorized access.
 - Enforced company policies, answered co-workers questions and trained new personnel.
 - Identified operational and performance issues and worked with managers to resolve concerns.
- **Worked as Accountant in B & S Exporters from December 2013 to January 2015.**
 - Analysed financial statements and income statements to review company's financial performance.
 - Prepared monthly and year-end closing statements, financial documents and invoices.
 - Investigated and resolved discrepancies in monthly bank accounts.
 - Balanced reports and batch summaries to submit for approval.
 - Monitored all company costs and presented budget forecasts each quarter.

EDUCATIONAL QUALIFICATION:

- **MBA HR and Marketing (2010-2012) from MG University.**
- **B COM with Taxation (2007-2010) from Kerala University**

IT CREDENTIALS:

- **MS-Word, Excel, PowerPoint, and Internet Explorer. (MS-CIT)**
- **Computerized accounting using Tally ERP**

PERSONAL ATTRIBUTES:

-Team Player -Positive Attitude -Excellent Interpersonal Skill

-Quick Learner -Effective Communicator -Result Oriented

PROFICIENCY FORTE:

- **High standards of obedience and loyalty to superiors. Capable of shouldering responsibility at all situations.**
- **Maintaining goodwill relation and personal integrity among subordinates. Day-to-day correspondences relating to operations.**

LANGUAGES:

- **To Speak: English, Malayalam, & Tamil.**
- **To Read & Write: English and Malayalam.**

PERSONAL INFORMATION:

Father name : Rasheed A
Date of Birth : 12 October 1989
Sex : Female
Marital Status: Married
**Address : Keetuparambil (H),
Rice research road,
Ponnurunni, Vyttila
Ernakulam**