



Aiswarya Murali

HERE'S MY STORY:

I am Aishwarya, as a HR Professional I have worked in field for around one and half year. I have overseen a few projects and worked toward the attraction, induction and retention with the companies i have worked with so far. For the time I have learned to Maximize the track record of identifying, proposing and delivering process improvements to existing HR process. I am pretty sure i am capable of responding to the current and anticipated future HR needs of a business. I am looking for a suitable position where i could implement my skills and learn more with some of the most talented and amazing people in the industry

WORK EXPERIENCE

Senior Human Resource Executive

GRASSROOT PVT LTD (CLIENT CO-ORDINATION WITH INFOSYS BPM AS SENIOR PROCESS EXECUTIVE)
CURRENT

Roles & Responsibility
Employee Data Administration
On-Boarding Process
Work Day Management
ADP Software Management(Payroll Management)

Human Resource Executive cum Administrator

HALO AIRWAYS PVT. LTD
JUNE 2019- JULY 2020

Human resource core activity and payroll management

Internship

DECATHLON SPORTS INDIA PVT. LTD
Customer Relation

EDUCATIONAL INFO

Athena Aviation Institute Bangalore, Karnataka

AIRLINE AND AIRPORT MANAGEMENT

-Attended from 2018-2019
-Aggregate - 92%.

Bangalore University

BBA HUMAN RESOURCES SPECIALIZATION

-Attended from 2016 - 2019
-Aggregate - 70%.

HSC

HSC CENTRAL BOARD OF SECONDARY EDUCATION

Aggregate - 64%

SSC

CENTRAL BOARD OF SECONDARY EDUCATION

Aggregate - 80%

SKILLS

- Administrative expert
- HRM Knowledge and Expertise
- HR strategy creation & execution
- Good communication skills
- Managing priorities
- Proactive
- Recruitment and selection
- Being Analytic and Data Driven
- Assertiveness
- HR Reporting Skills
- Commercial Awareness
- Team Player
- Payroll Management

LET'S CHAT:

+91 9072066767
Venmmanattu House
Mattathurkunnu P O.,
Kodakara,
Thrissur District,
Pin - 680 684
aiswaryavenmmanattu@gmail.com

PERSONAL INFORMATION

Age : 25 Years
Gender: Female

LANGUAGE

English
Hindi
Malayalam
Tamil