

## Objective

Ambitious in building a career in an organisation where teamwork and hardwork is appreciated and to be in a position which is best suited to my skills and knowledge

## Experience

### SUT Hospital, Pattom

October 2021 - January 2022

HR Trainee

- Recruitment-Paramedical, Non Paramedical, Assistant Managers, Shortlisting, Scheduling, Interview call letter preparation, Conducting Exam and evaluation
- Joining Formalities- Antigen test, Health check up, Joining form, Certificate verification, Collection of Id proof and experience certificate, Department induction, Infection control class, swiping card and ID card preparation
- Employee Query Handling
- Organizational announcement
- Appointment letter
- Oncall list Preparation
- Reference letter and tracker
- Retirement list
- Experience certificate and Reliving order
- Induction for new joinees
- Internship -Taking approval from concerned HODs,payment slip,Free tracker and certificate
- Circulation of hospital circular via email
- Performance appraisal-Paramedical ,Non paramedical ,assistant managers
- Maintaining Register-Joining register, Resignation register, Inward register, Stock register & Intent register
- Still working certificate preparation
- Coordinator of Training class conducting for staff

### Hedge Equities LTD, Kochi

2019 June - 2019 August

HR Intern

- Recruitment and interview scheduling
- Customer Handling
- Coordinated with the company's CSR activities

### PWD Buildings Division, Kollam

2017 December

Accounts Intern

- Performing financial calculations
- Reporting on Financial performances
- Assist in future planning and decision making

## Education

### Rajadhani Business School, Trivandrum

Master of Business Administration (MBA)  
2018-2020 — **Human Resource**

### Amrita School of Arts and Science, Kochi

Bachelor of Commerce (BCOM)  
2015-2018 — **Finance And IT**

## Certifications

Diploma in Hospital Administration

Diploma in Computerised Financial Accounting

Tally ERP9

Microsoft Excel

Data Science and Analyst

Digital Marketing

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I work from Apple

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### ***Achievements & Awards***

Paper presented in International Conference conducted by Amrita School of Arts and Sciences, Kochi | March 2018  
Conducted Best Management Team event as part of National level Management Fest Le Emporez, Rajadhani Business School 2018  
Performed the role of event head at Le Emporez 2K19, Rajadhani Business School  
Secured first price in the event HR game during the LUMINANCE 2K19 held at DC College of Management and Technology, Vagomon

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### ***Skills***

- Creative
  - Communication
  - Leadership
  - Problem solving
  - Adaptability
  - Interpersonal
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### ***Interests***

- Listening to music
  - Cooking
  - Travelling
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### ***Languages Known***

English

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Malayalam

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Tamil

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### ***Reference***

**Amala P Nair - Human Resource**  
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