

## **CURRICULUM VITAE**

### **SARANYA R. NAIR**

Mohanalayam (H),

Thelliyoor P. O.

Vennikulam, Pathanamthitta

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### **OBJECTIVE**

To obtain a challenging and rewarding position in an organization where my education and skills can be used for the growth of the organization and my career.

### **WORK EXPERIENCE**

**Ahalia Foundation Eye Hospital Palakkad - as Executive in the Human Resources Department**  
with effective from **18<sup>th</sup> March 2013 to 17<sup>th</sup> March 2015.**

**Welcare Hospital Vyttila – as HR Executive with effective from 29<sup>th</sup> June 2015 to 31<sup>st</sup> December 2015** responsible for all **HR related functions.**

**Sunrise Hospital Kakkanad – held the same position from 01<sup>st</sup> January 2016 to 19<sup>th</sup> April 2017.**

During these period I got trained in Recruitment formalities, Performance Appraisal , Leave & Attendance, Training & Development, , Voucher Payment, Full & Final Settlement, PF & ESI of Existing, Newly Joined & Resigned staffs, Minimum Wage Implementation, Payroll (both in Software and Excel), Professional Tax , Bonus Act And Gratuity.

## **ACADAMIC RECORD**

<b>COURSE</b>	<b>BOARD/ UNIVERSITY</b>	<b>INSTITUTION</b>	<b>% OF MARKS</b>	<b>YEAR OF PASSING</b>
<b>MBA</b>	ANNA University of Technology, Chennai.	Maharaja Engineering College	77%	2012
<b>B.A</b>	M.G University	ST. Thomas College	63%	2008
<b>12<sup>th</sup></b>	State Board	N.S.S.H.S.School	49%	2005
<b>10<sup>th</sup></b>	State Board	N.S.S.H.School	47%	2003

## **PROJECTS UNDERTAKEN**

### **Summer Project:-**

Company Name: Kerala State Coir Co- Operative Coir Marketing Federation Ltd. Alappuzha  
Project Title: Organization Study.

### **Main Project:-**

Company Name: Kerala State Rubber Co- Operative (RUBCO) Ltd. Pampady.  
Project Title: Employee Morale.

## **ADDITIONAL QUALIFICATION**

- Diploma in Software Engineering from NIIT (2009-2010).

## **COMPUTER PROFICIENCY**

- Software packages: MS-Office, Visual C#, SQL Database, .NET, Java application, Accounts applications in M.S EXCEL, Photoshop.
- Operating Packages: Windows XP/Vista/Window7
- Internet, Quite comfortable with the keyboard.

### **PERSONNEL DETAILS**

**Father's Name:** Shri. K.R.Raveendran Nair  
**Mother's Name:** Smt. Savithriamma T. G.  
**Husband's Name:** Shri. Prasad N. Nair  
**Date of Birth:** 30-5-1988  
**Gender:** Female  
**Address:** Mohanalayam, Thelliyoor P.O.,  
Vennikulam, Pathanamthitta, Kerala-689544.  
**E-Mail Id:** sarayusnair@gmail.com  
**Contact Number:** +91 8281544260  
**Marital Status:** Married  
**Nationality:** Indian  
**Religion:** Hindu  
**Hobbies & Interests:** Reading Books, Gardening  
**Languages Known:** English, Malayalam & Hindi.

### **DECLARATION**

I confirm that the above mentioned details are true to the best of my knowledge and belief.

Place:

Date:

SARANYA .R.NAIR