

# PUTHRI ANTONY



## CONTACT INFORMATION

- Female
- 06/10/1992
- puthriantony12@gmail.com
- 9567836639
- Chakkanattu House , Kattiparambu,  
Kannamali PO , Kochi 682 008

## OBJECTIVE

To work in a firm with a professional work driven environment where i can utilize and apply my knowledge, skill which would enable me to grow while fulfilling organizational goals.

## SKILLS

Language: English, Malayalam. Hindi

Computer: M. S. Office (Word, Excel, Power point)

## EDUCATION

- MBA(HR)** - BHARATA MATA INSTITUTE OF MANAGEMENT, KAKKANAD, Ernakulam  
MG UNIVERSITY, **2015**
- BBA** - DONBOSCO COLLEGE, MANNUTHY, THRISSUR,  
CALICUT UNIVERSITY, **2013**
- HIGHER SECONDARY** - CHALDEAN SYRIAN HIGHER SECONDARY SCHOOL, THRISSUR,  
KERALA EDUCATION BOARD, **2010**
- HIGH SCHOOL** - HOLY FAMILY CONVENT GIRLS HIGH SCHOOL, THRISSUR,  
KERALA EDUCATION BOARD, **2008**

## WORK EXPERIENCE

- HR EXECUTIVE**  
**CITY HOSPITAL, MG ROAD, PADMA JUNCTION, ERNAKULAM**  
DECEMBER 2021 – STILL WORKING
- HR ASSISTANT**  
**BEWTECH INDUSTRIES, CHAMPANOUR, ANGAMALY**  
OCTOBER 2020 – NOVEMBER 2021
- JUNIOR EXECUTIVE IN OPERATIONS DEPARTMENT**  
**RAJAGIRI HOSPITAL (NABH & JCI ACCREDITED HOSPITAL), CHUNAGAMVELY, ALUVA**  
APRIL 2016 – JULY 2017

## CORE COMPETENCIES

- Candidate screening, Selection and Executive Search-handling complete life cycle of recruitment process from sourcing, initial screening, face to face interview process and co-ordination with candidates till they join the company. Preparation of offer letters and Appointment letters.
- Conducting Training and Induction to new employees.
- Overseeing the Termination process of the Employee.
- Regularly reporting to higher authorities regarding all the relevant HR activities.
- Working with team leaders and managers to identify training needs which are strategically linked to the organization's mission and vision. Administering employee training programs, evaluating training programs.
- Process payroll accurately and timely for employees. Process new hires, terminations and benefit deductions and additions. Produce timely responses to employee inquiries. Provide salary statements and submitting to Accounts department for payment through bank.
- Counseling employees and identifying issues or reasons regarding their resigning.
- Employee's file management, staff records, filing system and updating HR files as per norms.
- Co- ordinate and communicate with all the staff to ensure the policies are executed as designed.

## REFERENCES

DR SHINEY GEORGE  
OPERATIONS MANAGER  
RAJAGIRI HOSPITAL, ALUVA  
MOB NO: 9645795909

## DECLARATION

I hereby declare that the information provided above is true to the best of my knowledge.

Place : Ernakulam

**Puthri Antony**