



MARY REEMA BABU

Objective

To secure a position in the organization that offers challenge and opportunity for my career development and at the same time serve the organization to the best of my capabilities. I would like to gain new skills while utilizing my current area of expertise of procurement and employee satisfaction services within a positive team environment.

Profile Summary

MBA HR Post Graduate with 4 years experience in HR and Administration.

Personal Skills

- Punctual and Adaptable to all environments
- Fast Learner with Multi Tasking skills
- Hard working, Determined to learn newest of knowledge

Technical skills

- MS Office: Excel, Word, PowerPoint
- Diploma in Computerized Financial Accounting
- Tally ERP Certified

Vitals

Address: Naduvilaparamil house
Cheranelloor P.O
Ernakulam
Pin-682034

Email: reemamarybabu@gmail.com

Mobile: +91-9961503387,
8086628285

Date of birth : 19/10/1994

Gender : Female

Languages Known:

Malayalam, English, Tamil

Career Summary

Admission Officer

Lakshya C.A campus, Ernakulam (July 2018-Dec 2018)

- Lead entire student enrolment cycle at Lakshya include Prospecting, Counselling, Follow up , Tele Calling of Lead Generation , handling phone and walk-ins inquiries and Admission

- **HR Officer**

Sree Sudheendra Medical Mission ,

Ernakulam (Feb2019 –Apr 2022)

- In charge of all recruitment, selection and induction activity for both permanent and temporary staff
- Managing an effective employee performance review system.
- PF,ESI,LWF workings
- Effectively liaised between senior management and employees to maintain and improve company-employee relations.
- Building relationships with third party recruitment agencies and job posting.
- Managing Staff absenteeism and punching and providing the necessary support systems for payroll requirements.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Documentation, filing and Management of human resource records.
- Oversees the daily workflow of the department.
- Handles discipline and termination of employees in accordance with company policy.
- Hearing and resolving employee grievances and Promote a positive and open work environment where employees feel comfortable speaking up about issues.
- Overseeing exit interviews

Academic Qualification

MBA Toc H Institute of Science and Technology, Ernakulam (APJ Abdul Kalam Technological University) 2016-2018

B.COM Amrita school of art and sciences (Amrita University) 2012-2015

XII G.H.S.S North Edappally (2012)

X H.S.S of Jesus Kothad (2010)

Internships

2 months Internship at HMT Machine Tools Limited., Bangalore (May 2017– July 2017)