



AISWARYA V S

Human Resource & Operations Management

My Contact

- ✉ aiswaryaswin31@gmail.com
- ☎ +91 85474 00640
- 📍 Ernakulam, Kerala
- 🌐 aiswarya-vs--

Language Known

- Malayalam - Native
- English - Proficient

Skills

- Skilled in Microsoft Office Suite (Word, Excel, Power point)
- Fast typing - 80 wpm
- Communication
- Observation
- Collaborative
- Fast-learner

Education Background

- St. Teresa's College, 2019-2021
M.Sc. Resource Management and Interior Designing, scored 8.22 CGPA
Project: Evaluation of waste disposal practices and developing value-added products from household waste.
- St. Teresa's College, 2016-2019
B.Sc. Home Science, scored 7.88 CGPA
Project: Academic performance in relation to nutritional status among students
- S D P Y HSS, 2016
Bio Science, scored 74%
- S D P Y Central School, 2014
CBSE, scored 8.2 CCPA

Declaration

I do hereby declare that the particulars given above are true to the best of my knowledge and belief.

Place: ERNAKULAM

AISWARYA V S

About Me

Operations and HR assistant having 1+ years of experience. A self-motivated, flexible and adaptable individual who will always be willing to carry out duties that are outside of job description. Seeking to be a team member of a leading organisation where my skills can be utilized as well as developed which shall lead to scaling of new heights along with the organization and in the process to further my career.

Professional Experience

PrognoAdvisor.com | Assistant in HR and Operations
April 2022 – Present

Key responsibilities:

- Monitor employee activities and provide guidance where needed
- Encourage positive work environment and culture for the employees
- Create and send reports to the Director of Operations
- Coordinate staff schedules, training and on boarding
- Manage the recruitment and selection process

PrognoAdvisor.com | Management Trainee
January 2022 – March

Key responsibilities:

- Understanding how a company operates
- Supporting managers with various tasks (Client dealing, sales)
- Provide administrative support

PrognoAdvisor.com | HR Intern
October 2021 – December

Key responsibilities:

- Talent acquisition - through job portals (Naukri.com, Monster, Indeed, Internshala) or references
- Sourcing, screening resumes, conduct preliminary HR round interview, organize interviews with respective Dept. Heads
- Knowledge about drafting of call letter, offer letter, appointment letter, confirmation letter

Paper Presentation

- Waste to energy utilization at household, 2021
- Academic performance in relation to nutritional status among students, 2019