



LINI P G

Thundathil house
Convent Road
Ponnurunni
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05-03-1987

OBJECTIVE

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my experience to the fullest.

SKILLS

- Ms Office
Typewriting (English & Malayalam) Lowe & Higher
Shorthand (English & Malayalam) Lowe & Higher

LANGUAGE

- English, Malayalam, Hindi

EXPERIENCE

- 2016 - 2022** **Lourdes hospital**
Hr Executive
Assist the Human Resources Manager in all matters related to administration work, recruitment, staff records, prepare certificates, verification of leave records, payroll and type the letters, Employment Verification, Yearly staff performance appraisal, Performance evaluation, individual staff meeting, Arranging internship training, preparation of staff id cards.
- 2008 - 2015** **Xerox Business Services India Pvt. Ltd.**
Transaction Analyst
Entering customer data from source document within time limits. Compiling, verifying accuracy and sorting information to prepare source data for computer entry. Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- 2006 - 2007** **Vikram Sarabhai Space Centre, Trivandrum**
Technician Apprentice
Typing of Tender Enquiries, Purchase Orders, Order Amendments, etc. In COWAA and Typing of Letter of Credit, Customs Clearance documents, fax messages etc

EDUCATION

- 2018** **Bharathiyar University, Coimbatore**
MBA
First Class
- 2015** **MG University, Kottayam**
Bcom
- 2006** **LBS Centre, Trivandrum**
Computer Word Processing
- 2005** **Women's Polytechnic, Kalamassery**
Diploma in Commercial Practice
First Class
- 2002** **CKCHS, Ponnurunni**
SSLC
First Class

PROJECTS

- Vaccination Drive**
Take part of the huge Covid Vaccination drive.
- NABH Accreditation**
Accompany 5th edition NABH assessment

REFERENCE

- Neethu Alphonse - Hr Executive**
Lourdes hospital
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