



SAJITHA S

MOB NO : 8075594624

sajithavaigakrishnakripa@gmail.com

Professional Synopsis

Seeking a position in the Human Resources field where professional experience and education will allow to make an immediate contribution to the mission and goals of the company. To obtain a Bilingual HR/Receptionist position with great growing potential

- **Academic Qualification**

MBA - Master of Business Administration

Madurai Kamaraj University

- **Professional Experience**

HR Assistant – Karuvelil Jewellery

July 2016 to May 2022

Account Assistant And Team Leader

June 2011 to October 2013

Aishwarya Communication (NOKIA INDIA Pvt Ltd)

Office Assistant Cum Cashier -Vodafone Store

January 2014 to May 2015

Soft Skills

Elevated Grammatical and excellent written communication skills

Reliability, Flexibility, Team oriented

Flexibility, Punctual, Motivational skills, Willingness to learn

❖ HR Assistant – Karuvelil Jewellery

- Assist in key HR processes and activities such as Performance Management, Compensation Review, Job Framework and HR Analytics
- Performance Management: Provide support in the reviewing, tracking and completion of performance evaluations for classified and unclassified staff
- Provide general HR administrative assistance in the region and in providing an office based link between the operations and HR function

- Support and assist the managers in the implementation of the annual appraisal system, objective setting and personal development planning
- Performed reference checks and new employee on boarding and training
- Maintained employee's files, accurate records and confidentiality
- Prepare daily report, maintained monthly sales data and develop promotional strategies

❖ **Account Assistant And Team Leader - Aishwarya Communication (NOKIA INDIA Pvt Ltd)**

- Maintained all records, information and documentation current to ensure availability of timely answers to concerned parties.
- Maintained all bank accounts. This included posting all entries from the system, funding of bank accounts and month end reconciliations
- Responsible for the balancing and depositing of daily lodgements
- Managed inventory control with responsibility for the sourcing and scheduling of deliveries
- Handled accounting transactions including invoicing, accounts receivable/payable and purchasing functions
- Circulating various Daily/Monthly/Regular MIS reports to different corridors.

❖ **Office Assistant Cum Cashier -Vodafone Store**

- Provide support for organizational projects as assigned
- Answer and route telephone calls quickly and efficiently
- Ensure the reception area and Board Room remain neat,clean and organized at all times
- Meet and greet visitors, offering refreshments, badges and parking passes as deemed necessary.

Area Of Interest

- HR Management
- Financial Activities

Personal Details

Fathers Name : Sundaresan D
 Gender : Female
 Date Of Birth : 09/05/1988
 Nationality : Indian
 Languages Known : English,Hindi,Malayalam,Tamil
 Address : Sunil Bhavanam,Vetticode(p.o),Vetticode,690503

Declaration

I hereby declare that, the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

Place
 Date

SAJITHA S