



RESHMA R UNNITHAN
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CAREER OBJECTIVE

To employ my knowledge and experience in accounts or administration with the intention of securing a professional career with opportunity for challenges and career advancement.

EDUCATION

- Teams College, Kochi
Master of Business Administration (MBA)

2020
- Indian Institute Of Management Studies, Kochi
Bachelor of Business Administration (BBA)

2017
- Kendriya Vidyalaya Island Grounds, Chennai
12th

2014
- Kendriya Vidyalaya Island Grounds, Chennai
10th

2012

EXPERIENCE

- Prime School Of Advanced Studies, Kochi 16th October 2020 - 22nd April 2021
Student Counselor cum Admin Assistant

√ Providing individual and small group counseling for students.

√ Assisted students with the admission process, acquisition of study skills, academic opportunities and benefits.

√ Consultant with students, parents and other community personnel to assist in meeting the needs of all students.

√ Establish and maintain cooperative relationships with students, colleagues, parents, organisational personnel and outside public resources.

√ Develop and organise sequence of activities in the community and institute settings.
- Sreedhareeyam Ayurvedic Eye Clinic, Ernakulam 23th April 2021 - 09th April 2022
Jr. Admin Executive

√ Answers phones in a timely manner using good customer service skills and judgement in the distribution of messages

√ Compiling medical records and charts of all the branches

- ✓ Branch handling & performing clerical duties such as photocopying, scanning and mail distribution
- ✓ Prepare communications, such as emails, reports and instructional documents
- ✓ Co-ordinating with the travel agencies for checking the availability of train tickets for the convenient time of Treatment staffs and Doctors as and when needed
- ✓ Write and edit documents from letter to reports and instructional documents
- ✓ Create and maintain filing systems for each and every branches, both electronic and physical
- ✓ Maintain records for staffs and phones
- ✓ Creates various types of documentation using Microsoft office
- ✓ Coordinates Meetings and conferences calls as needed
- ✓ Maintain daily attendance record of all the branches and assisting the HR in salary workings.
- ✓ Sorting the appropriate resumes for a vacant post in organisation & conducting an initial interview with the personnel.
- ✓ Perform other related duties as assigned by HR Manager and HR Executive
- ✓ Managing HR & administrative duties assigned such as Professional Tax, ESI & PF Registration, Labour Welfare Fund workings, License Renewal etc.
- ✓ OP Scheduling & arranging OP team members accordingly for various branches.
- ✓ Handling Full and Final Settlement Workings on a monthly basis.
- ✓ Preparing reports like Cost Per Employee Workings.

- Spectrum Softtech Solutions Pvt Ltd 11th August 2022 - Present
 HR Executive cum Coordinator (Head of the Department)
 1. Recruitments
 - ✓ Posting Job Vacancies in various online platforms like in Official Site, Indeed & State Job Portal & sourcing resumes accordingly.
 - ✓ Initial Screening through a telephonic conversation with the candidate.
 - ✓ Short Listing the Resumes
 - ✓ Scheduling Interviews
 2. Employee Joining Formalities
 - ✓ Employee Onboarding
 - ✓ Coordinating in the joining formalities of the new employee including the Orientation procedures.
 - ✓ Handling various procedure of providing access card.
 - ✓ Providing Access Card & ID Card to the employee (Including ID Card generating procedures).
 - ✓ Mailing New Employee Joining Intimation
 3. Statutory Duties
 - ✓ ESI (Employee Registration & Filing)
 - ✓ PF (Employee Registration)
 - ✓ Labour Welfare Fund
 - ✓ Yearly Holiday List Preparation
 4. Various Official Letter Drafting
 - ✓ Trainee & Interns Certificate Drafting.
 - ✓ Employee Experience, Relieving & Salary Certificate Drafting.
 - ✓ Various reply letter drafting to Labour Officers.
 - ✓ Industrial Visit Certification Drafting
 - ✓ Show Cause Notice Drafting
 - ✓ Warning Letters Drafting

- ✓ Termination Letter Drafting
- ✓ Letter Drafting for the employees who violated the bond.
- ✓ Employee weekly/monthly work report & follow up report drafting

5. Other HR Duties

- ✓ Maintenance & Housekeeping Department handling like assigning various duties, implementation & duties completion follow ups.
- ✓ Responding back to Employee Verifications
- ✓ Weekly Dorm Visits & Follow ups
- ✓ Weekly verification of visitors, dorm, key & kitchen registers.
- ✓ Recording & handling of Inward & Outward Letters
- ✓ Employee Issues & Grievances
- ✓ Maintaining Employee Database
- ✓ Leave Management
- ✓ Coordination with various departments
- ✓ Birthday Celebration Coordinations
- ✓ Industrial Visit Coordination
- ✓ Salary Workings & Payroll Cross-checking
- ✓ Yearly Holiday List Creation

6. Technical Coordination Duties

- ✓ Trainee On the Job joining formalities
- ✓ Providing Orientation for Trainee
- ✓ Sales Executive Target Completion Follow ups.
- ✓ Handling various issues related to trainees & finding solutions for the same.

7. Employee Exit Formalities

- ✓ Receiving Resignation Letter & getting it approved from higher authorities.
- ✓ Filling up of Exit Form
- ✓ Collecting back the official ID Cards & other things provided to the employee by the company.
- ✓ Gratuity Procedures (If Any)

PROJECTS

- A Study On Employee Absenteeism And Labour Turnover. December 2016-January 2017
A study on Employee Absenteeism and Labour Turnover at PVS memorial hospital Pvt Ltd, Kaloor. A project report submitted to Mahatma Gandhi University, Kottayam in partial fulfillment of the requirements for the award of the degree of BBA 2014-2017 submitted by me under the guidance of Mr. Anto J Puthussery (Management Faculty), IIMS.

PERSONAL PROFILE

- Date of Birth : 29/05/1996
- Marital Status : Single
- Nationality : Indian
- Known Languages : English, Hindi, Tamil & Malayalam

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