

HARITHA M H



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ADDRESS

Madathiparambil House,
Puranattukara P.O
Thrissur - 680551, Kerala.



OBJECTIVE

To be associated with progressive organization that gives scope to apply my knowledge and skills to take part in the team that dynamically works towards the growth of the organization.



LANGUAGES

ENGLISH

MALAYALAM

TAMIL



EDUCATION

- 2018 **MBA- HR**
Loyola College – PULC,
Nungambakkam, Chennai
68%
- 2016 **Bsc Physics**
Ethiraj College For Women,
Egmore, Chennai
70%
- 2013 **HSC (State board)**
Kerala vidhalayam Higher
Secondary School, Purasaiwalkam,
Chennai
69%
- 2011 **SSLC**
Sree Ayyappa Matriculation
Higher Secondary School,
Perambur, Chennai
65%



PROJECT

A brief study on employee engagement and well being at Severa Hotel, Chennai, Tamilnadu.



EXPERIENCE

[Mar 2 0 2 1 -Till now]

Worked in WESTFORT HOSPITAL Thrissur As HR Assistant

The WESTFORT HOSPITAL is a 250 bed super speciality hospital in Thrissur,Kerala,India .The hospital was founded in 1989 . It was the First private hospital in thrissur to establish a Trauma unit with neurology and neurosurgical facilities, a spiral C.T. Scan unit and a nephrology unit. Hospital services includes renal transplantation.

ORGANISATIONAL SKILLS

- * Interpersonal Communication
- * Knowledge of MS Office (word, excel and power point)
- * Research and Planning
- * Resolve conflicts
- * Multi-tasking and Decision Making
- * Negotiation

PERSONAL QUALITIES

- * Strong leadership and motivational skills.
- * Ability to handle pressure.
- * Excellent in communication in written and verbal both.
- * Ability to handle the team.

EXECUTIVE SUMMARY

- * Good team work and has ability to understand and adapt to new technologies and environment faster.
- Easy adaptability to new technologies and new systems environments.

- * Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
- * Manages staff by recruiting, selecting, orienting, and training employees. Being actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- * Support the management of disciplinary and grievance issues.
- * Review employment and working conditions to ensure legal compliance. Ensuring that all employees are organized and satisfied in their work environment.
- * Overseeing the health and safety of all employees.
- * Communicating with staff about issues affecting their performance.
- * Ensuring accurate and proper record-keeping of employee information in electronic and digital format.
- * Prepares employees for assignments by establishing and conducting orientation and training programs.
- * Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- * Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
- * Retains historical human resource records by designing a filing and retrieval system and keeping past and current records.

[Feb 2020-July 2020]

Worked in ENDORA INTERIORS as FRONT OFFICE MANAGER

ENDORA INTERIORS is engaged in both design and manufacturing across India with 100+ projects. The manufacturing arm operates from a 65,000 sq.ft. With hi-tech advance modularly factory in Varadiyam, Thrissur. It has an exclusive design studio which comprises interior designers, 3-D visualisers and draftsmen and best in class facilities.

- * Ensuring the front desk provides a professional and friendly service for customers.
- * Dealing with customers, including handling complaints when they come to the desk.
- * Arranging marketing staff reports.
- * Acting as liaison between General Manager and staff.
- * Organising meetings, managing attendance and databases.
- * Organising company events or conferences and recruitment.
- * Preparing letters, presentations and reports.
- Create and maintain updated documents and spreadsheets.

PERSONAL DETAILS

NAME : Haritha M H
D.O.B : 30-05-1996
SEX : Female
FATHER'S NAME : Haridas M R
MOTHER'S NAME : Manjula K M
MARITAL STATUS : Single

[2018-2019]

Worked in JOBSKAN RECRUITMENT SOLUTIONS as HR Recruiter

JOBSKAN RECRUITMENT SOLUTIONS is a leading headhunting specialist and comprehensive recruitment resource with our framework geared to guarantee the best results to your recruitment aspirations. Our focused methodologies, ethos & commitment towards workforce solutions foster competent recruiting solutions. Through career guidance, training and sourcing out the most fulfilling career moves for jobseekers, we assist the jobseekers in shaping their future.

- * Handled recruiting, interviewing, and screening are the major responsibilities of HR recruiters.
- * It can be further broken down by daily job duties, which include:
Partnering with hiring managers to determine staffing needs.
- * Screening resumes and Performing in-person and phone interviews with candidates.

[2016-2017]

Worked in HDB financial services (HDBFS) As senior telecalling officer

HDB Financial Services (HDBFS) is a leading Non-Banking Financial Company (NBFC) that caters to the growing needs of an Aspirational India, serving both Retail & Commercial Clients. Our BPO services division delivers back office services such as forms processing, documents verification, finance and accounting services and correspondence management. We also deliver front office services such as Contact center management, Outbound marketing and collection services.

- * Handled senior telecalling Officer activities-Need to call and inform about the unpayable equated monthly instalment and interest of loan to the customer.
 - * Handled both the customers those who are have loan from HDFC bank and HDB financial service
 - * Get the commitment of repayable date details and collect the EMI and it's interest from customer and upload in Leads and have to get confirmation from customer to update their payments Achieving monthly Targets on time.
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DECLARATION

I declare that the information mentioned here in my resume is correct and complete to the best of my knowledge and nothing has been concealed or distorted.

PLACE : Thrissur, Kerala

Haritha M H

DATE :

