

DIVYA SATHYAN

MBA (HR & Marketing)



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Koovackal (H)

Maragattully Kara

Thiruvaniyoor P.O.

Ernakulam Dist

Pin- 682308

SKILLS

- Hard working
- Commitment
- Ability to build rapport
- Communication

PERSONAL DETAILS

DOB : 23-02-1996

Marital Status : Single

Religion : Hindu

Nationality : Indian

CAREER OBJECTIVE

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly.

ACADEMIC DETAILS

COURSE	YEAR OF PASSING	NAME OF INSTITUTE	UNIVERSITY / BOARD
Master of Business Administration	2019	ILAHIA College of Engineering And Technology, Muvattupuzha	APJ Abdul Kalam Technological University
Bachelor of Business Administration	2017	CET College of Science And Technology, Airapuram	Mahatma Gandhi University Kottayam
Plus Two	2014	Govt. HSS Mulanthuruthy	Kerala Higher Secondary Board
S.S.L.C	2012	MAMHSS Puthencruz	Kerala SSLC Board

PASSPORT DETAILS

Passport No : W3228863

Place of Issue : Cochin

Date of Issue : 01/08/2022

Date of Expiry : 31/07/2032

LANGUAGES KNOWN

- English
- Malayalam

COMPUTER PROFICIENCY

Proficient in MS Office

INTEREST & HOBBIES

- Listening music
- Dancing
- Caring pets

EXPERIENCE

- 1) Worked as HR Executive in Adept Hunters,Kakkanad
(Dec 2019-Dec 2020)

Responsibilities:

- Joining formalities
- Recruitment
- Training new employees.
- Prepare daily work report of employees.
- Maintaining and updating databases of each employee.
- Recording, maintaining and monitoring attendance to ensure employee punctuality.
- Filing of leave forms and keeping a track of the leaves taken.
- Exit formalities

- 2) Working as HR CUM ADMIN EXECUTIVE in Exonerate Mark Services Pvt Ltd (July 2021-Present)

Responsibilities:

- Recruitment –Sourcing,Candidate calling, Interviewing
- Joining Formalities
- Attendance Management
- Performance Appraisal
- Grievance handling
- Responsible for statutory activities
- Exit Formalities

PROJECT AND INTERNSHIP

- A study on Promotion Scheme at MILMA ERCMPU Tripunithura.
- Worked as an intern under HR Dept. for 2 months at FCI OEN Connectors, Mulanthuruthy.
- A study on Motivational Factors and its impact on Employee Satisfaction at FCI OEN Connectors, Mulanthuruthy .
- A Comprehensive study on Welfare Measures and its impact on Employee Satisfaction at Meriiboy Ice Cream ,Chelamattom

ACHIEVEMENTS & INITIATIVES

- Coordinated South Indian management fest AGORA for UG & PG level students
- Coordinated management fest Emergence for UG students
- Participated in IIM workshop on the topic e-business and entrepreneurship
- Participated in a business conclave

DECLARATION

I hereby declare that all information said above is true to the best of my knowledge and belief

Place:

Date:

DIVYA SATHYAN