



ATHIRA VARMA.A.C

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OBJECTIVES:

To continue my career with an organization that will utilize my Management, Supervision & Administrative skills and aspiring to develop quality workforce and contribute added-value to the organization's overall goals.

PROFESSIONAL EXPERIENCE:

- 1. PVS Hospital (320 bedded, NABH & ISO Accredited), Kozhikode**
HR Executive
(11 June 2016 to 30 November 2018)

Work Profile

- Manpower planning & Recruitment (Handling the all Recruitment process- Preparing biodata bank, short-listing, Interview calling ,coordinating interviews, Antecedent Verification, Induction, etc)
- Leave management & Cross check with Punching (ESSL Software)
- Data base management, Maintenance of personal files
- Appraisal & Contract (Performance evaluations and Preparing contracts)
- Preparation of job description in consultation with concerned HODS
- Training & Development (Arranging training according to training calendar, Maintaining training register, Ensure feedback, feedback study and report)
- Implementation of Role Banding.
- Employee Relation (Releasing salary slip, Discussion & solution for various issues, Employee grievance.)
- Reliving Procedure.
- PF and ESI related matters
- Other Responsibilities. (Coordination with Annual Medical checkup, Employee satisfaction survey, Employee awareness survey, Co-ordination with various department regarding HR issues.)
- Assist with day to day operations of the HR functions and duties
- Any additional responsibility assigned by HR Manager.

2. KTC Hyundai, Kozhikode
HR Executive (Trainee)
 (14 January 2016 to 18 April 2016)

Work Profile

- Manpower planning & Recruitment.
- Leave management.
- Maintenance of personal files.
- Appraisal & Contract (Performance evaluations and Preparing contracts)
- Preparation of job description in consultation with concerned HODS.
- Job Specification
- Employee Relation (Discussion & solution for various issues, Employee grievance.)
- Reliving Procedure.
- PF and ESI.
- Wage Administration.
- Assist with day to day operations of the HR functions and duties
- Any additional responsibility assigned by Assistant HR Manager.

ACADEMIC PROFILE:

SL NO	Course	Institution	Period
1	MA English Literature	Bharathiar University Distance Education	2015 - 2018
2	MBA – HR & Finance	Chinmaya Institute of Technology, Kannur	2013 - 2015
3	BA English Literature	Zamorin's Guruvayurappan Collge, Calicut University, Calicut	2010 - 2013
4	Plus Two	Zamorin's Higher Secondary School, Calicut	2008 - 2010
5	SSLC	Achuthan Girls Higher Secondary School, Calicut	2008

INTERNSHIP PROGRAMS:

- Manpower Planning and Optimization (of technicians) using Erlangs Method at MIMS Hospital, Calicut.

SKILLS:

- Systematic and efficient method of working - Ability to achieve the target within given time Rapidly adapting to new locations and challenges;
- Effective listener;
- Punctual and professional;
- Quickly develop relationships with clients;
- Willing to learn new things.

PERSONALITY TRAITS:

- Remarkable analytical, logical and mathematical skills.
- Innovative in assessing the qualities of people.
- Efficient in communicating well in written and verbal both.
- Able to motivate the people.

IT SKILLS:

- Data entry;
- Proficient in Microsoft Office software package viz. MS Word, Excel, Power Point.

PERSONAL INFORMATION:

Date of Birth : 16th June 1992
Gender : Female
Nationality : Indian
Marital status : Married
Languages Known : English, Malayalam, Tamil
Permanent Address : "Ambika Nivas", Azchavattom, P.O. Mankavu,
Kozhikode- 673007, Kerala
Present Address : "F B", Thrayeessa Gardens, Near Sreekrishna Bhavan Hotel,
Trippunithura, Ernakulam- 682301, Kerala

REFERENCE:

Available on request