

## CONTACT

## ARCHANA T S

✉ archanasachu22@gmail.com

☎ 919207203460

📍 Kerala, India

## OBJECTIVE

---

Experienced and self-motivated Human Resources Professional with Five years of industry experience administering policies and procedures in the Human Resources Department.

## EXPERIENCE

---

*Still Continuing -*

- **HR Administrator**

Sanjeevini Life Care Village (SLCV)

- Briefing the new joiners about company policies and procedures, leave policies.
- Understanding and executing staffing requisition, requirements and issues from all departments.
- Updating the complete details of the new joiners; salary account details, salary structure, statutory, employment details, all other attachments. educational. previous employment, personal details and assign working time shift of employee in SAP.
- Resolving grievances or queries that any of the employees have.
- Coordinating with self, peer & superior for appraisals, forwarding the performance appraisal format to employees.

*November 2016 -  
October 2020*

- **HR Executive**

PMC Hospital

- Responsible for Recruitment, Selection & short listing the candidates. Sourcing the possible candidates via the sourcing procedures like job portals, employee's references.
- Conducting first round of HR Interview to evaluate communication and screening the candidates by resume short listing, phone interview and personal interviews by coordinating with the concerned departments.
- Issuing offer letters to selected candidates & Maintain employee personal data, service record file and Ensuring the completion of joining formalities Appointment Letter, collecting and verifying the documents of new joiners)
- Labour welfare registration & renewal.
- Enroll ESI eligible employee's details in ESIC portals.
- Coordination with Technical Team for official Email Id creation. Attendance punching. Verify Time & Leave Management for timely and ensure accurate processing of the monthly payroll, attendance reports according to the schedule. generating pay slips and forwarding to employees.
- Professional Tax new registration & Renewal.
- Professional Tax computation & deduction from salary according to state wise.

- Full & Final settlement and Exit process: coordinating for clearance with department, Smooth exit and issuing experience certificate and relieving letter

## EDUCATION

---

*June 2014 – May  
2016*

- **Master in Business Administration**  
KVM College of Engineering & IT, Alappuzha  
CCPA of 6.1 (CUSAT)

*2011 - 2014*

- **Bachelor of Commerce**  
Minerva College, Alappuzha  
63%, MG University

## PROJECTS

---

- **Organizational Study**  
Undertaken an Organizational Study at KSDP, Kalavoor for duration of 45days in partial fulfillment of degree of Master of Business Administration.
- **Dissertation**  
A study on job stress among bank employees (public sector)

## INTERESTS

---

- Listening music, Singing, Gardening etc..

## LANGUAGES

---

- Malayalam, English, Tamil

## REFERENCE

---

- - "Request On Demand "

## DECLARATION

---

- I hereby declare that the information given herewith is correct to my knowledge and I will be responsible for any discrepancy.