

CHAITHRA V K

VADUVANAKANDY (H), CHERUVANNUR (P.O), MEPPAYUR,
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To be a part of an organization, that provides a high quality of work through challenging opportunities, meaningful career growth and professional development. To constantly learn and utilize my skill and abilities sincerely, to add value of the organization and apply the knowledge thus acquired, with an eye on quality.

EXPERIENCE SUMMARY

PARCO Institute of Medical Sciences Pvt. Ltd. Vadakara. - Kozhikode

PARCO Group's latest venture is a 650-bed tertiary care hospital project with an investment of INR 450 crores. Located near the coastline of the Arabian sea the facility basks in a breath taking view of the beach and the stunning skies.

OBSERVER

**Observer- Human Resources PARCO Institute of Medical Sciences Pvt. Ltd.
Vadakara-Kozhikode from 01 January 2021 to 31 April 2021.**

PROFESSIONAL EXPERIENCE

**Executive - Human Resources at PARCO Institute of Medical Sciences Pvt. Ltd.
Vadakara-Kozhikode from 01 May 2021 to till the date.**

Key Responsibility Areas:

- Associated with the Group from pre project stage.
- Leave and duty roster management.
- Maintaining the data bank.
- Attendance management.
- Ensures optimum utilization of facilities & services.
- Manpower Planning and budgeting activities.
- Handling post recruitment activities.
- Coordinating for new joiners Induction and orientation.
- Staff training and Development
- Recruitment
- Business development
- Team coordination and leadership
- Database Management
- Decision making problem solving
- Associated with HRMS Software Implementation process.
- Payroll Management (Manually processing the payroll).

EDUCATION

- ❖ **SSLC** from GHSS Avala Kuttoth (March 2011)
- ❖ **PLUS, TWO- Commerce** from GHSS Avala Kuttoth (March 2013)
- ❖ **B.COM Co - Operation** from Calicut University. (April 2016)
- ❖ **M.COM Finance** -Calicut University(April 2020)
- ❖ **PGDHRM** – (Post Graduate Diploma In Human Resource Management) – from IGNOU (Persuing)

Personal Profile

- ❖ Date of Birth : 11th May 1995
- ❖ Gender : Female
- ❖ Marital Status : Single
- ❖ Blood Group : B +ve
- ❖ Driving Licence No: KL77 20210007894

References:

Mr. Rakesh Raj K
Manager Human Resources-
Aster Mother Hospital
Areekode. – Malappuram
Kerala
Mob: +91 9037861783

Mr. Vimal George Srambikal
Senior Manager - Human
Resources
PARCO Institute of
Medical Sciences
Mob: +91 9526011155

Declaration

I hereby declare that all the above information are true and best to my knowledge.

Date:
Place:

Chaithra V K