

MANJUSHA C S

HR-MIS Executive

@ manju.dahlia19@gmail.com Pulappallil House, Njarukaatt Temple Road
Panangad, Kerala +91 8921 500 946 linkedin.com/in/manjusha-c-s-7a2276208



CAREER OBJECTIVES

A competent, organized and outgoing individual with a strong work ethics. A keen desire to learn new tasks and grow, looking to contribute for a company in the area of Human Resources.

WORK EXPERIENCE

HR-MIS Executive

Galaxy Enterprises

Mar, 2018 – Apr, 2021 Aluva, Kerala

- MIS Reporting: Prepare daily, weekly, monthly, yearly reports.
- Attendance & Leave management using HR software.
- Screening candidates through job portals & conduct initial round of interview.
- PF, ESI- Basic Knowledge on payroll processing and worked under a team in EPFO/ ESIC return filing.
- Salary sheet preparation.
- Routine maintenance and upkeep of documents.
- Follow up & collecting verification certificates required.

HR Executive cum Student Counsellor

The Corporate Educator-The International Corporate Training Institute

Apr, 2016 – Nov, 2017 Ernakulam, Kerala

- Attendance & Leave Management.
- Provide administrative support to staffs and students.
- Administer the students from registration or admission to graduation or leaving.
- Student counselling.
- Manage fund & collection of fees from students.

HR Intern

Sigma Primetech

Nov, 2015 – Jan, 2016 Kochi, Kerala

- Uploading of Online CV's at "Bloomcv" website (a jobsite of its kind, providing fresh college graduates with quality entry level & internship opportunities) developed by Sigma Primetech.
- Updation of Bloomcv database (Findblooms).

SKILLS

- Communication Skills
- Interpersonal Skills
- Multitasking
- Time Management
- PGDCA
- MS Office
- Advanced Excel
- HRMS

EDUCATION

MBA in HR

Adi Shankara Institute of Engineering & Technology

2013 – 2015 Kalady, Kerala

B.Sc in Zoology

Sacred Heart College Thevara

2009 – 2012 Thevara, Kerala

Higher Secondary – Bio Science

St. Teresa's C.G.H.S.S Ernakulam

2007 – 2009 Ernakulam, Kerala

SSLC

C.C.P.L.M Anglo Indian High School, Perumanoor

2007 Perumanoor, Kerala

PROJECTS

Organization study

HMT Machine Tools Limited

2014 Kalamassey, Kerala

HRD Climate

VKC Footcare PVT Limited

2015 Coimbatore, Kerala

INTERESTS & HOBBIES

Travelling Music Reading

DECLARATION

I, hereby declare that the information furnished here is true to the best of my knowledge.

Place: Panangad

Date:

Manjusha C S