



# ARYA A S

## Jr.HR Officer

### About Me

Forward thinking individual with refined interpersonal and multitasking skill. Looking to join a progressive organization to provide high end administrative support in Human Resource Department.

### Personal Details

Age: 25

DOB: 11/06/1998

Gender: Female

Address : Ambalatharayil House  
Maneed (P.O)Cheerakkattupara  
Piravom(via)  
Ernakulam Pin:686664

### Personal Skills

Positive attitude

Decision Making Skills

Empathetic

### Soft Skills

MS Tools

HRMS

SAP

### Experience

**Jr.HR Officer, Little Flower Hospital & Research Center, Angamaly**  
**(01/09/2022 – Till Date)**

Handling payroll of 500+ employees in the organization.

Recruiting staff nurses & Trainees

Handling the performance appraisal of staff Nurse.

Coordinating Induction for newly joined staff in the organization

Providing data for NABH Inspection.

Providing ID Cards for newly joined staff, taking Bio-metric punching etc.

Maintains personal files of staffs

Handling leaves and encashment of leave.

Updating contract renewal, resignation, salary increment, deduction etc.

Providing data for reference of staff nurses.

## **Team Member HR at Mane Kancor Ingredients Pvt Ltd(14 Dec 2021 – 31 Aug 2022)**

### **HR Administration**

- ❖ Discuss with candidates shared for the open positions and update interview tracker.
- ❖ Schedule interviews by coordinating with the candidates and panel members, and schedule meetings using MS teams.
- ❖ Collate and share employment application forms and interview evaluation form for interviews.
- ❖ Update attendance and leave register by filling in the attendance and allowances from attendance card to excel for the monthly payroll process.
- ❖ Update workers attendance management system with the leaves received.
- ❖ Update the attendance of contract staffs
- ❖ Coordinate with Internal training
- ❖ Updating daily attendance in CLMS
- ❖ Coordinate the Interns and complete the non-disclosure agreement.
- ❖ Coordinating the Apprenticeship candidates.

### **Facility Management**

Arrangement of refreshments to the visitors and Customers

Managing conference hall booking

Pantry stock management & Purchasing

Stationery stock management.

Purchasing of stationery items.

Library book management.

Arranging cab for employees and coordinate with the vendor

Entering bills received from vendors in master data for bill processing.

Providing weekly payment release for processing

Coordinate with vendors for timely bills collection.

Renewing the Agreement with the vendor on time.

Management of incoming & outgoing couriers

Managing water supply to plant and other departments.

Properly maintaining Reception, pantry, Cafeteria, Conference halls.

## **HR intern at V Star creations Pvt Ltd(Sep 2021- Nov 2021)**

Sourcing candidates from Naukri.

Calling candidates and collecting details.

Checking employee file, find missing documents & inform them.

Enter employee details in HRMS.

Sort employee details in Excel sheet.

## **Educational Qualifications**

**MHRM** DePaul Institute of science and Technology, Angamaly, 2021

**B.com Finance and Taxation** Stella Maris College of Commerce and Industry, Ramamangalam

## **Key Projects**

A study on Employee Welfare Measures at O/E/N India Ltd, Mulanthuruth

Internship at TATA Communication Ltd, Mumbai on the topic Employee Reward system.

Customer satisfaction on Mutual fund at Piravom area.

## **Professional Qualifications**

Diploma in Human Resource Management– Discipline in Organizations from Alison.

Diploma in modern Human Resource– Recruitment and Selection–Revised from Alison.

Microsoft Excel 2019 Beginners from Alison.

## **Reference**

<p><b>Alice George (Manager HR &amp; Admin)</b> V-Star Creations Pvt Ltd Ph no: 8129003500 Mail id: alicegeroge@vstar.in</p>	<p><b>Jijo Johnson (Associate HR &amp; Admin)</b> Mane kancor Ingredients Pvt Ltd Ph no: 9567092871 Mail id: Jijo.johnson@mane.com</p>
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## **Acknowledgement**

I hereby declare that the above information are true and correct to the best of my knowledge and belief.