



## RADHIKA SURENDRAN

HR PROFESSIONAL

Payyappatt (H)  
Kurichikkara P O  
Thanikkudam, Thrissur  
680028

rathikasurendran@gmail.com

9188227306  
7736955706

### Career Objective

To obtain a position as an HR Executive in a company that offers opportunities for career growth and development.

### Skills & Competencies

Keka HR Software  
Ms office  
On-boarding  
Recruiting  
Employee Relations  
Employee Engagement

### Certifications

Tally ERP9

## WORK EXPERIENCE

### HR Executive

**Farmers Fresh Zone, Kochi**

**Nov 2022 - Present**

- Hiring of employees as per organization requirement.
- Assisting the manager with payroll duties.
- Handling of joining and exit formalities of employees.
- Preparing Offer letters, appointment letters, relieving letters and termination letters.
- Conducting employee engagement activities.
- Recording, Monitoring and maintaining attendance data of employees.
- Creating and maintaining Employee files.
- Organising inductions and training for new employees.
- Dealing with employee complaints and grievances
- Updating the HR calendar with important dates.
- Responding to letters, emails and general correspondence.

### HR Trainee

**Daya General Hospital & Specialty Surgical Centre, Thrissur**

**Feb 2022- Aug 2022**

- Assisting recruitment process.
- Maintaining employee personnel files.
- Fully responsible for issuing of ID cards and certificates.
- Providing clerical and administrative support to senior staff members of the Human Resource department

## EDUCATION HISTORY

**MBA (HR+FIN) 73.50%**

**2018-2020**

Sree Narayana Guru Institute of Science and Technology, N. Paravur

**B VOC GEMMOLOGY 77.80%**

St. Aloysius College, Elthuruth

**2015-2018**