

# KHADEEJA SHAHANA KALAI

## HR OFFICER

To pursue a challenging career with dedication and provide efficiency to the fullest in a professional organizational environment wherever I serve my duties that will discover the potential in me.



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## WORK EXPERIENCE

### HR Officer

Aishal Medicity

09/2022 - Present

Kanhangad, Kerala

#### Achievements/Tasks

- Facilitate Recruiting processes, generating offer letters and analyzing background checks and issuing required certificates
- Documentation of human resources records and maintenance of confidentiality of sensitive personal information.
- Orientating new employees and training existing employees.
- Oversee and manage a performance appraisal system that drives high performance and attendance Management.
- Assuring employee health and mental Satisfaction through grievance handling.
- Preparing job descriptions, advertising vacant positions, managing the employment process and Payroll Management

### HR Executive

Aishal Medicity

03/2022 - 08/2022

Kanhangad, Kerala

## FIELD EXPERIENCE

Operation Department-Internship (06/2022 - 12/2022)

Operations-SICU,ITU,CSSD (11/2022 - 05/2022)

Assisted in Internal audit for NABH 5th edition

## EDUCATION

### Masters in Hospital Administration

AJ Institute of Hospital Management

10/2019 - 02/2022

Mangalore

#### Project

- A study on Always Better Control(ABC) analysis in the pharmacy department of a tertiary care hospital.

### Bachelor in Vocation-Pharmaceutical Chemistry

St.Aloysius autonomous College

07/2016 - 04/2019

Mangalore

#### Project

- "An Analytical Study of Effluents."

## SKILLS

Leadership

Communication

Problem Solving

Decision Making

Teamwork

Time management

Computer Proficiency-MS Office,Powerpoint,Office

## ACHIEVEMENTS

Academic Gold medalist (2018 - 2019)

## CERTIFICATION

CAHO, NABH standards 4th edition

3 days certification

## PAPER PRESENTATION

A study to assess patient satisfaction availing preventive health checkup package in a selected hospital at St. John's National Health Summit-2020

Usage of Preventive Health Checkup Packages in a tertiary care hospital"-A Study' at MANEGMA-2021-A National Conference on Resilience. Innovation. Reinvention—Coping with Turbulent Times

## LANGUAGES

English

Native or Bilingual Proficiency

Malayalam

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency

Kannada

Professional Working Proficiency

## INTERESTS

Travelling

Badminton

Cooking

Reading Novel