

AISWARYA K

CAREER SUMMARY

Result oriented Human Resource

Specialist with 3 years of experience in a leading manufacturing industry.

Ambitious professional who consistently balancing priorities and completing tasks assigned within the time frame.

Quickly adapt new technologies.

CONTACT

Address: Aishwarya (HO)

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EDUCATION

- LEAD College of Management
MBA - HR and Marketing
2017 - 2019
- Yuvakshetra Institute of
Management Studies
B.Com
2014-2017
- Kanikkamatha Convent English
Medium Girls Higher
Secondary School
Plus Two - Commerce
2012-2014
- Karnakiyamman Higher
Secondary School
SSLC
2011-2012

SKILLS

- Communication Skill
- Recruitment
- Training
- Time Management
- Documentation Skills
- Proficiency in MS Excel, MS Word, and MS PowerPoint
- Work Ethics
- Leadership
- Adaptability
- Decision Making
- Multitasking

EXPERIENCE

Precot Limited – C & D Unit, Walayar, Palakkad

Labour Welfare Officer - (Aug 2021 – May 2022)

- Responsible for ensuring the effectiveness implementation of HR policies, procedures & programs
- Implement & monitor employee recognition program to enhance employee engagement.
- Development, implement & update HR policies, procedures & programs in line with current labour laws & industry best practices.
- Assist in the design and implementation of performance management systems including goal setting, performance evaluation and career development plans.
- Addressing performance issues, developing improvement plans and preparing performance report.
- Coordinate employee development initiatives such as workshops, seminars and skill building sessions, monitor and evaluate training effectiveness and provide recommendations for continuous improvement.
- Assist in conducting HR audits to ensure compliance and data integrity.
- Arranging and coordinating monthly meeting, preparing individual meeting agenda and each departments performance review, prepare minutes of the meeting.
- Organize festivals and celebrations at Office.
- Responsible for grievance handling
- Controlling leave and absenteeism of the work force.

Precot Limited – A Unit, Kanjikode west, Palakkad

HR Executive & HR Recruiter - (May 2019 – July 2021)

- Managing and coordinating various HR functions within the organisation.
- Identifying staffing needs and develop effective recruitment strategies.
- Review employment applications and job orders to match applicants with job requirements and refer them to managers, making hiring recommendations when appropriate.
- Screening, shortlisting and conducting preliminary round of interviews with skill assessment tests, aptitude tests etc.
- Oversee the onboarding process including preparing employment contracts, conducting orientation programs.
- Maintain records and compile statistical reports concerning personnel related data such as hires, transfers, and leave and absenteeism rate.
- Prepare HR related reports & maintain accurate HR database & records.

PROJECTS

- Major project on “A Study On Factors Affecting Motivation Of Shop Floor Workers In Precot Meridian Limited, Kanjikode, Palakkad” which has undertaken for Post Graduation.
- Major project on “A Study on Consumer Perception towards M-Commerce” which has undertaken for B.COM (CA) Graduation.

PARTICIPATIONS

- Turning Point (TP), a ten-day training programme conducted by the chairman of LEAD College of Management, Dr. Thomas K George.
- The Power of Subconscious Mind, a training programme conducted by the chairman of LEAD College of Management, Dr. Thomas K George.
- Faculty Recruitment Process, in LEAD College of Management.

LANGUAGES

- English - Read, Write, Speak and Understand.
- Malayalam - Read, Write, Speak and Understand.
- Hindi - Read, Write and Understand
- Tamil - Speak and Understand.

PERSONAL DETAILS

- Nationality: Indian
- Gender: Female
- Date of Birth: 30/12/1996
- Marital Status: Single

- Conduct Exit interviews of employees leaving the company.
- Developing action plans for reducing Attrition rate.
- Employee Training & Development measures.
- Conducting employee motivation programs and initiatives to foster a positive work culture, increase employee engagement, and enhance overall job satisfaction.

INTERNSHIP

- Arya Vaidya Pharmacy
HR Trainee - (April 2019 – May 2019)

ACHIEVEMENTS & KEY ROLES

- Presented a paper on “Reinventing Human Resource by Introducing Artificial Intelligence” in the National Seminar on 27th September 2018 in EASA College of Engineering and Technology, Coimbatore.
- Logo Designed for L-HAC 8.0, an HR competition in LEAD College of Management.
- Volunteer in TIECON Kerala’s Largest Entrepreneur Convention in 2017 and 2018.
- Mentor of FEDCL and iLEAD in LEAD College of Management
- Finalist in L-HAC a Human Resource competition conducted in LEAD College of Management.
- Quarter finalist of Speak@Lead, a debate competition like Mathrubhoomi’s Speak for India in LEAD College of Management.

REFERENCES

- Jijin J
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