



PROFILE

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.

CONTACT

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PASSPORT DETAILS

PASSPORT NUMBER: T1828417

VALID TILL: 26/12/2028

PERSONAL SKILLS

INTERPERSONAL MANAGEMENT
TIME MANAGEMENT
DECISION MAKING
EMPATHETIC
ACTIVE LISTENER

SOFT SKILLS

MS Tools
HRMS
SAP

REFERENCE

Alice George (Manager HR& Admin)
V-Star Creations Pvt Ltd Ph no: 8129003500
Mail id: alicegeroge@vstar.in

Jijo Johnson (Associate HR & Admin)
Mane kancor Ingredients Pvt
Ltd Ph no:9567092871
Mail id:
Jijo.johnson@mane.com

ARYA AS

Jr.HR OFFICER

EDUCATION

MHRM

August 2019 – October 2021
DePaul Institute of science and Technology, Angamaly

B.com Finance and Taxation

August 2016 – March 2019
Stella Maris College of Commerce and Industry, Ramamangalam

WORK EXPERIENCE

Jr. HR Officer Little Flower Hospital & Research Center, Angamaly

[01/09/2022 – Till Date]

In this position, I am responsible for handling payroll for over 500 employees in the organization. Additionally, I am involved in the recruitment of staff nurses and trainees and coordinating the induction process for newly hired staff. I also handle the performance appraisal process for staff nurses and maintain their personal files. Moreover, I provide data for NABH inspection and handle tasks such as providing ID cards, taking biometric punches, and managing leaves and their encashment. Lastly, I am responsible for updating contract renewals, resignations, salary increments, deductions, and providing reference data for 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

Admin Activity

Front office & Guest Management

To provide detailed instructions to the visitors & Customers and maintain their data in master file.

Provide required information over phones.

Tree plantation & maintaining master data of tree planting. 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.

Arranging cab for employees and coordinate with the vendor

HR intern at V Star creations Pvt Ltd

(Sep 2021- Nov 2021)

I was proficient in sourcing candidates from Naukri, calling them to collect necessary details, checking employee files for missing documents and promptly informing them, entering employee details in HRMS, and efficiently sorting employee details in an Excel sheet.

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.