

# LAKSHMI NATH S

## PROFILE

To enhance my knowledge and capabilities by working in a dynamic organization and learn from the organization with their growth

## CONTACT

PHONE:  
9497657835

EMAIL:  
[lakshmisobhana94@gmail.com](mailto:lakshmisobhana94@gmail.com)

Date of Birth  
16-07-1994

## LANGUAGES

English  
Malayalam  
Hindi

## Skills

MS Office  
Knowledge Management  
Project Management  
Recruitment and selection  
Training and onboarding  
Time Management  
Decision making

## INTERESTS

Social work  
Reading  
Writing  
Painting

## EDUCATION

<b>MBA</b> <b>Human Resource Management</b> INDIRA GANDHI NATIONAL OPEN UNIVERSITY 2020 – 2022	First class
<b>Btech</b> <b>Electronics and Communication Engineering</b> University of kerala 2012-2016	First class
<b>Plus Two</b> <b>Biology Science</b> Board of Higher Secondary Education Kerala 2012	88%
<b>SSLC</b> Kerala State Education Board 2010	91%

## WORK EXPERIENCE

### HR EXECUTIVE

Medical Trust Hospital, Kuzhuppilly (2023 September onwards)

- Handling HR operations
- Employee daily attendance and leave management
- Recruitment and selection
- Keeping Employee personal files and joining formalities
- Issuance of ID card
- Grievance handling
- Exit formalities
- ESIC registration
- HR - General Administration

### HR MANAGER

Srishti Engineers and Builders (2018-2023)

- Developed and implemented Knowledge Management policies and procedures resulting reduction in project timelines.
- Improved safety measures and implemented drug testing in workplaces.
- Analyzed employee feedback to develop team initiatives and performance review system which reduces staff turnover.
- Placement coordinator(2018).

## PERSONAL PROJECTS

Knowledge Management in Transformers and Electricals Kerala Ltd.(TELK), Kochi.

Secured Spy IP Control Robot Using Raspberry PI

WI-FI Controlled PI Robot