

# RAMEESHA PH

HR Executive



## Professional Summary

Well-qualified HR Executive with proven success in improving operations and solving problems. Highly proficient in building lasting relationships with key decision-makers, customers and team members to further company goals. Ready to leverage training and experience to take on new professional challenges.



## Work History

2022-09 -  
2023-10

### HR Assistant

Relief Medicals, Thrissur, Kerala

- Performed internal and external audits and research and administrative reviews of programs and plans to support HR administration.
- Oversaw and managed hiring process and assisted human resources.
- Partnered with management team to coordinate on-boarding and off-boarding processes.
- Reviewed and screened applicant resumes to identify qualified candidates.
- Maintained office supplies, distributed mail and processed invoices for payment.

2021-04 -  
2021-08

### Content Writer

Nexxa Corporate Infotech Pvt Ltd, Thrissur, Kerala

- Researching industry-related topics.
- Writing clear marketing copy to promote our products/services.
- Proofread and edit blog posts before publication.
- Coordinate with marketing and design teams



## Contact

### Address

Thrissur, Kerala India

### Phone

+91 9946457226

### E-mail

rameeshaphamza@gmail.com



## Skills

HR policies  
Requirements analysis  
MS Office  
Data Entry  
Talent management



## Languages

English  
Malayalam  
Tamil

to illustrate articles.

- Promote content on social media. Update website content as needed.



## Education

2020-08 -  
2022-06



### **MBA**

Bharathiar University

2017-06 -  
2020-05



### **B.A English Language And Literature**

University of Calicut



## Certifications

2021-08



Advanced Digital Marketing

2021-08



Micro Advertising Certified Professional

2021-08



Google Ads Display Certification

2020-10



Human Resource Processes and Management

2020-12



Financial Risk Analytics

2020-12



Sustainable Business Through Green HR