

Aswathy P K

Sivasakthy Chaithanyalayam

Kureekad p o , Chottanikkara

Mob- 8129071242

E mail- aswathypk11@gmail.com

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning and personal growth.

EXPERIENCE

07/2023

FRONT DESK MANAGER, CANAM STUDY ABROAD

- Responsible for managing the daily operations of the office
- Responding to customer inquiries promptly, providing accurate information and routing calls efficiently
- Performed variance analysis on monthly results against budgeted amounts and handled administration like organized office operations and procedures, including filing system, record keeping, data entry, mail distribution
- Reviewed internal documents such as contracts, invoices and purchase orders for accuracy
- Documentation(student's record, test scores and other documents)
- Managed multiple tasks simultaneously

07/2022 – 07/2023

HR COORDINATOR, CKKM PHARMACY

- Assisted with the recruitment process
- Ensured accuracy of payroll data
- Resolved employee relation issues through effective communication and problem-solving techniques
- Collaborated with management team to design an effective compensation plan that meets organizational objectives
- Generated monthly reports regarding employee absence and tardiness
- Assigned tasks to workers based on their qualifications and expertise
- Proposed production plan

04/2020-04/2022

HR ASSISTANT MANAGER, SLS INDUSTRIES

- Developed and implemented performance management for employees
- Assisted with auditing process related to payroll
- Coordinated workshops and training programs for staff members.
- Documentation (create organized and maintained employee files to keep sensitive data secure)
- Assisted in the development of job descriptions for various positions within the organization

04/2020-04/2022

ADMIN CUM HR ASSISTANT – CMLRE

- Provide administrative support to the executive team
- Assisted in the recruitment process
- Compiled employee records such as personal information, attendance, benefits and performance reviews

EDUCATION

- 2021 DIPLOMA (HOSPITAL ADMINISTRATION)
- 2010-2012 MBA (HUMAN RESOURCE MANAGEMENT)
- 2007-2010 BBA (HEALTH CARE MANAGEMENT)
- 2005-2007 PLUS TWO (MLT)

SKILLS

- CRM and Office software management
- Workflow coordination
- Computer knowledge
- Administrative skills

CERTIFICATION

- TALLY
- DCA

DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge