

REVATHY AJITHKUMAR

Human Resource



Contact



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Ernakulam, Kerala

Skills

- Expertise in recruiting and retaining top talent
- Proven ability to collaborate effectively within a team environment
- Proficient in creating engaging presentations using Microsoft PowerPoint
- Advanced skills in Microsoft Excel for data analysis and reporting
- Demonstrated expertise in the recruitment and selection process.
- Experience in managing payroll processes efficiently.

Certifications

- Course completion of Feminism and social justice at University of California -2020
- Course completion of Graphic design in st. Teresa's College -2019

Career Objective

A certified CGHR Professional possesses demonstrated expertise in various areas, including Talent Acquisition, employee engagement, training & development, payroll, and more. Their strengths lie in effective communication, Time management, problem solving, decision making, exceptional leadership, and interpersonal skills.

Professional Summary

- Sound understanding of the duties of a Human Resource Executive in the organization.
- Ability to develop new employee friendly plans and implementing the same for the better output, attracting more business modules from the clients.
- Good knowledge of recruiting, sourcing, screening and short listing the candidates during the recruitment process, as require by the company.
- Capable of developing new attractive policies for the employees for their better involvement with the process and the duties.
- Proficient with computer applications with ability to roll out the details to all the employees within the given time period.

Education

CGHR - Certified Generalist in Human Resources, (2023)
Wissen International HR Academy HR Certification

Masters degree in Sociology
St. Teresa's College Ernakulam

Bachelor's degree in Sociology
St. Teresa's College Ernakulam

Higher secondary
St. Teresa's Higher secondary school Ernakulam

SSLC
St. Teresa's convent school Ernakulam

Languages

- English
- Malayalam
- Hindi
- Tamil
- Konkani