

OBJECTIVE

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

EDUCATION

- MBA in Financial Management, Bharathiayar University, Coimbatore, 2018-2021. with a percentage of 75%.
- Bachelor of Commerce in accounting and finance, PSGR Krishnammal College for women, Coimbatore, 2015-2018. With a percentage of 70%.
- Higher Secondary (HSC) Suguna RIPS V Metric Hr Sec School, Coimbatore, State board 2013-2015, 69%.
- S.S.L.C Sree Narayana Public School, Elappully, Palakkad, CBSE board 2013, with a CGPA of 6.2.

EXPERIENCE

❖ **Administration-Insurance Executive|Ahalia Hospital** **Palakkad**

Jun 2022 - Dec 2023

- Ensuring cashless treatment for patients with health insurance (Private, Govt. Insurance-AB-PMJAY, ESI).
- Empanelment with different insurance companies for cashless hospitalization.
- Payment handling and follow up.
- Developed strong communication and organizational skills through working on group projects.
- Exercised leadership capabilities by successfully motivating and inspiring others.
- Coordinated monthly meetings to discuss resolutions for exception reporting.
- Worked closely with patients to deliver excellent and direct individualized patient care.
- Responded to inquiries by directing calls to appropriate personnel.

❖ **Human Resource Management-HR Manager|Sri Sri Granites** **Kuzhalmannam, Palakkad**

Nov 2018 - Sept 2021

- Maintained company compliance with local, state, and federal laws, in addition to established organizational standards.
- Facilitated onboarding sessions and on-the-job training for new hires, bolstering employee job position knowledge and skillset.
- Motivated employees through special events, incentive programs, and constructive feedback.
- Guided leaders and employees on company policies, programs, benefits and salary administration.

SKILLS

- | | | |
|---------------------|--|---|
| ● Leadership | <input type="checkbox"/> Communication | <input type="checkbox"/> Multi-tasking |
| ● On-board Process | ● Training and development | ● Ability to foster a positive Work environment |
| ● Computer literacy | ● Performance evaluation | |
| ● Management | ● Time management | |

MAIN PROJECT: "PRICOL-TECHNICAL ANALYSIS"

Our project aimed to study the technical tools used for buying and selling shares of Pricol Ltd Company.

INDUSTRIAL EXPOSURE

- Undergone a training under
 - SSVB & Associates, 20 days, 2017.
 - Capital marketing firm, 30 days, 2017.
 - Kaycee Electrical, 20 days, 2017.
- Undergone a training in Undergone industrial visit in Mysore Sandal, Bangalore, 2017

FIELD OF INTEREST

- Management
- Administration
- Operations
- Insurance

TECHNICAL SKILLS

- Advance Excel
- Tally Version ERP 9
- Windows Xp ,7, 8,10 (operating system)
- Ms Office.

LANGUAGE KNOWN

- Malayalam
- Tamil
- English
- Hindi
- French

EXTRA CURRICULAR ACTIVITIES

- School sports captain in SSLC and Higher secondary
- Secured Prizes in state level sports and athletic meet.
- Participated in national level conference (Kongunadu arts and science college, Dr.SNS Rajalakshmi college of arts and science).

PERSONAL PROFILE

Name : AISWARYA .S
Father's name : Mr. P. SIVAKUMARAN
Mother's name : Mrs. PADMAKUMARI
Gender : Female
Date of birth : 01-AUGUST-1996
Nationality : Indian
Address for Communication : Palathil parambu house near devaki Kalayana madapam polppully Palakkad, Kerala. 678552.
Contact details : Phone: +91-952671331/+91-9447239802.

DECLARATION

Thereby declare that the information furnished above is true, correct and complete to the best of my knowledge.

Date:14/01/2024
Place:Palakkad

Aiswarya Sivakumaran