



RAHANA P.N

HR Executive

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CAREER OBJECTIVE

To Leverage my extensive experience in Human Resource to foster a positive workplace culture, drive employee engagement, and contribute to organizational success through effective talent management, strategic HR initiative and continuous improvement.

WORK HISTORY

Junior HR Executive

Sree Narayana Institute of Medical - (15/01/2024 – till date)

Trainee HR Executive

Sree Narayana Institute of Medical Sciences (06/06/2023 – 14/01/2024)

- Sourcing profiles and conducting walk ins, online and offline interviews.
- Joining formalities of new employees with respect to collection of all documents as per the HR policies.
- Conducting induction training and orientation for new employees.
- Handling joining and exit formalities of employees.
- Maintaining employee's personal files and records.
- Handling performance appraisals for redesignation, midterm, increments and promotion and contract renewal of each employee based on their performance.
- Handling out side student's internship and training request, Managing all their documents like undertaking, interoffice communication, payment receipt, etc.
- Managing HR Related Documentation- Offer Letter, Appointment Order, Still Working Certificate, Salary Certificate, Experience Certificate, Promotion and Salary Revision Order, NMC/KUHS Inspection Documents, etc.
- ID cards making.
- Certificate Verification

ACADEMICS

- **Masters of Business Administration (MBA)** De Paul Institute of Science and Technology (2020-2022)
- Under Graduation in **B.Sc. Botany** from Union Christian College, Aluva (2017-2020)
- **Higher Secondary** qualified in Science from Mar Athanasius Higher Secondary School,

Nedumbassery, (2015-2017)

- **High School** qualified from Kerala State Board Examination from Vivekananda Vidyalayam Kadathy East, Muvattupuzha

INTERNSHIP

- TopTrove Foundation – HR Intern
- InternYou – HR Intern

WORKSHOP

- Certificate course in HR Business Partner

ACADEMIC PROJECT

- A Study on the Impact of Organization Culture on Employee Retention.

SKILLS

- Recruitment and selection
- Talent Acquisition
- Conducting interviews (Online & Offline)
- Time Management
- Onboarding Process
- Performance Appraisal
- Communication Skill

EXTRA CURRICULAR ACTIVITIES

- Participated in various art events in school
- Participated in sports events in school
- Participated in various sports and arts events in college

DECLARATION

I hereby declared that all the information mentioned above are in accordance with the truth and fact as per my knowledge and hold the responsibility for the correctness of the above-mentioned particulars.