

ADHARSH M AJITH



Contact

Phone: +91 82899 38600

Email: adarshmajith1@gmail.com

Father's Name: Ajithkumar
Vakkappulathu Muraleedhara Menon

Date of Birth: 04.12.1997

Sex: Male

Languages

- ❖ Malayalam (RWS)
- ❖ English (RWS)
- ❖ Tamil (S)

Hobbies

- Reading
- Travelling
- Driving
- Writing

Career Objective

To work in an organization where I can acquire new knowledge, sharpen my skills and put my efforts on achieving organization as well as personal goals.

Work Experience

- ❖ Designation : Business Associate (5 months)
Company : Auro Asia Coimbatore
- ❖ Designation : HR generalist (1 Year, including 3 months training)
- ❖ Designation : HR Assistant (28/8/2022 to 10/5/2023)
Company : Blanket Hotel and Spa Pallivasal, Munnar, Kerala
- ❖ Designation : HR Recruiter
Company : Edutech IT Consulting and HR Services (5 Months)

Education

- ★ **Master of Business Administration (MBA)**, Finance and Human Resource (RVS Institute of Management Studies and Research, Tamil Nadu, India)
- ★ **Bachelor of Commerce** (PGM college, Devagiri, Kottayam, Kerala–Mahatma Gandhi University)
- ★ **Higher Secondary Education** (Kerala State board)
- ★ **Secondary School Leaving Certificate** (Kerala State board)

Technical Skills

- Advanced knowledge of Accounting package Tally ERP9 & GST
- MS Excel (Intermediate)
- MS Office, Adobe Photoshop
- Typing skill (50 words per minute)

Key Skills

- On boarding procedures and Joining Formalities
- Statutory (PF/ESI/LWF)
- Conflict Resolution
- Communication Skills
- Talent Management
- Confidentiality
- Adaptability

Strengths

An enthusiastic HR professional with highly motivated and leadership skills having the willingness to accept any challenge irrespective of its complexity. I'm a person who also has the ability to deal with people diplomatically and is a quick learner.

