



APARNA SURENDRAN

HUMAN RESOURCE EXECUTIVE

OBJECTIVE

I look forward to working with an organization which offers a challenge to enhance my knowledge, skills and experience that would allow me to contribute towards achieving the organizational goals to the best of my potential.

EDUCATION

Master of Business Administration in HR (2023 jan - 2024 dec)
Pursuing MBA in Indira Gandhi National Open University

Bachelor of Economics (2019-2022)
Passed out from Alphonsa College, Pala with 9.19 CGPA

Higher secondary (2017-2019)
Passed out from St. Mary's HSS Murikkassery with 98%

SSLC (2016-2017)
Passed out from St. Thomas Public School Karimban with 95%

HR Certification Course(2023 Apr- 2023 Jul)
Completed HR certification Course from Thrivex Business School

WORK EXPERIENCE

HR And Admin Trainee [Life Inspired Interior Designs Pvt.]
2024 Feb – Current

Payroll Management

Administer employee compensation and benefits programs, including payroll processing, salary benchmarking, and benefits administration, ensuring compliance with all relevant employment laws and statutory, including PF, ESI, LWF, TDS, Professional Tax.

Admin and Office Management

Handle all administrative tasks including managing office supplies, handling correspondence and coordinating day-to-day office activities. Supervise office cash book, ensuring accurate recording and reconciliation of expenses. Prepare holiday schedules, manage data sheet and maintain organized records.

Event Management

Plan, coordinate and execute various events including the aspects of event decoration and logistics.

CONTACT

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ADDRESS

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ACHIEVEMENTS

NSS leader during higher secondary school

Staff Management

Oversee staffs and providing a positive and productive work environment. Handle employee data management including personal records and relevant records. Providing support for staff-related matters and contributing for team-building initiatives

Recruitment

Manage end-to-end recruitment process including job posting, screening resumes and conducting interviews. Utilizing various recruitment platforms and conduct calls to source potential candidates.

Recruiter [Thrivex Business School]

2023 Aug – 2024 Jan

Screening job applications

- Schedule and arrange interviews (online and offline)
- Negotiation with candidates,
- Issuing offer letter.

SKILLS

- Good communication
- Organization and negotiation
- Collaborative
- Quick learning
- Passionate to work in dynamic and challenging environment.
- PowerPoint
- Microsoft Excel