



SUMMARY

Highly motivated young HR Professional having 1 year and 5 months of experience providing HR assistance in the company having 100+ team members and also managed the duties of an Executive Secretary in the same company at the same time I prioritise the opportunity to learn under a good mentorship more than the financial benefits. I am always excited to do and learn. I possess good communication and interpersonal skills with a proven ability to work independently and as part of a team.

EDUCATION

Master Of Business Administration

University of Calicut
2019-2022

Bachelor of Business Administration

PPTM Arts and Science College ,Affiliated to the
University of Calicut, Cheroor, Vengara
2016-2019

SKILLS

- Strong organizational and time-management skills
- Communication and interpersonal skills
- Good team player
- Writing skills
- Detail-oriented and able to handle multiple tasks simultaneously

ACADEMIC PROJECTS

- A study on the Impact of Performance Appraisal of Employees' with special Reference to VKCPlastomers India Pvt. Ltd.
- A study on the Training and Development as a tool for Improving Workers' performance with special reference to VKC polymers

PROFESSIONAL EXPERIENCE

HR Officer and Executive Secretary

Lmit Group, Manjeri | 2021 December - 2023 May

HR Officer

- Whole activities in the Recruitment process except interviewing
- Employee record maintenance and employee relations
- Attendance monitoring and Reporting
- Preparing and maintaining Managers report
- Undertaking all activities related to CUG connection
- Admin of HR application
- Employee clearance and after clearance services
- Sick leave monitoring and reporting
- Attending HR review meetings and Sales Review meetings
- initiate employee engagement activities
- Monitoring and administering official whatsapp groups
- Administering HR pages in social media.
- Handle confidential information and documents with discretion and maintain their proper organization and More

Executive Secretary

- Managing calendars, scheduled appointments, and arranged meetings and conferences of Managing Director
- Preparing and distributed reports, presentations, and other materials
- Handling confidential documents and maintained their proper organization
- Coordinating travel arrangements and accommodations for executives and guests
- Preparing Trade agreements
- Preparing reports demanded by MD
- Initiating and Monitoring other activities proposed by MD and Executive Directors.

Reference

1. Riyas Babu Parachola
Asst. General Manager, Lamit Group,
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2. Nisha Ratan Singh
Asst. Professor, SMS Calicut
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