



📍 Coimbatore, Tamil Nadu

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## PROFESSIONAL SUMMARY

Utilizing the opportunities and to succeed in all sorts of work done and to be the best skilled in my profession. Adaptable innovator with strategic planning and growth hacking expertise. Leads cross-cultural and multi-disciplinary teams to achieve organizational goals.

## CORE QUALIFICATIONS

- Microsoft Software
- Tally Prime
- HR software (GetifyHr)  
Tactive (Construction field Software)
- Hotelier software (Extranet & Microgen)

# SAFNA A

## PROFESSIONAL QUALIFICATION

June 2021 - Current

Assistant Administration & HR Manager - MAGENTA GROUP | COIMBATORE & MUMBAI

- Travel and Accommodation: Arranging for the Travel and Stay Allotments.
- Arranging WC, CAR, and GMC on a regular basis.
- Arranging meetings and safety classes as per protocols.
- Managing all day-to-day HR tasks; ensuring that all employee and HR records are accurate and up-to-date in HR software.
- Assisting with the end-to-end recruitment.
- Taking responsibility for all annual leave and attendance records
- Inducting new staff and overseeing probationary periods.
- Conducting first-level interviews as per requirements.
- Supporting the development of performance review processes and reward schemes for employees.
- Participated in ISO with the three standards and maintained the records for yearly renewal.
- Participated in CRISIL ratings and maintaining the files.

April 2020 - June 2021

Professor - MINERVA EDUCATIONAL INSTITUTIONS | COIMBATORE

- Handled four subjects for diploma and bachelor degree students.
- Subjects handled: Communicative English, Front Office, Nutrition, and Environmental Studies.

July 2018 - April 2020

Admin Executive - OMATRA GROUP | COIMBATORE

- A member of the reservation team who handles data entry

## EDUCATIONAL QUALIFICATION

2015 -2018

B.A. ENGLISH LITERATURE  
SANKARA COLLEGE OF SCIENCE AND COMMERCE,  
COIMBATORE

2018

M.A ENGLISH LITERATURE &  
JOURNALISM  
ANNAMALAI UNIVERSITY

## LANGUAGE KNOWN

ENGLISH, TAMIL, MALAYALAM, HINDI (BEGINNER)

## PERSONAL INFORMATION

DATE OF BIRTH : 15.05.1998

MARRITAL STATUS: SINGLE