



Amritheswari L Prasad

HR Professional

To pursue a challenging career in a progressive environment where learning, innovation and creativity are encouraged, Where my skills and knowledge can be enhanced to their maximum potential to contribute to the overall success and growth of the organization.



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+91-9847581233

SKILLS

Analytical Ability

Decision Making

Financial Reporting Skill

Teamwork

Flexibility

LANGUAGES

English

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

INTERESTS

Listening to Music

Traveling

Craft works

WORK EXPERIENCE

HR Associate

Allianz Technology SE (On contract with Adecco India Pvt.Ltd)

06/2021 - Present,

Achievements/Tasks

- Responsible for timely completing of employee profile in HR Database after on boarding
- Coordinate company presentations and Handling employee Queries during on boarding
- Gather and process paperwork, like contracts and non-disclosure agreements
- Ensure new hires have technical assistance to properly set up their hardware and software

HR Assistant

Dr.NAIR'S Hospital

09/2018 - 09/2019,

Achievements/Tasks

- To address employees queries and grievances
- Assist with day to day operations of the HR function and duties.
- Process documentation and prepare reports related to personal activities.
- Coordinate HR projects and taking minutes
- Assist in payroll preparations by providing by relevant data
- Support in end to end recruitment,sourcing, scheduling and on boarding.

Finance Assistant

Allianz Corn hill Information Service Private Ltd.

04/2018 - 07/2018,

Achievements/Tasks

- Verification of invoices and creation of Accounts Payable Voucher and posting it under the right expense code and cost center 's
- Taking necessary signature and approvals for every APV'S from officials like Division Heads, Deputy Heads, M.D etc to make the payments to vendors.
- Making Provisions at the end of each month for FMS
- Creating MIS report everyday and updating the Status of pending invoices.

EDUCATION

MBA (HR &Finance)

University Institute Of Management

04/2015 - 04/2017,

Bachelor of Business Administration

University Institute Of Technology

04/2012 - 04/2015,

ACHIEVEMENTS

Seminar

Conducted a National Seminar on Student Start UP Policy and Entrepreneurship development program.