

ATHIRA A T

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📍 RV nilayam Monvila Kulathoor P O Trivandrum

OBJECTIVE

Aim to work in a challenging work environment where I can utilize my expertise in resolving the problems in test plans and advocate my analytical skills towards the growth of the organization.

EXPERIANCE

HR Manager 17/05/2023 – Till
Kazhakuttom,
Thiruvananthapuram, Kerala
[Jasarve Marketing Pvt Ltd](#)

Planning of Human Resources, Recruitment, Performance Management, Learning and Development, Compensation and Benefits, Employee Engagement and Communication, Health & Safety, Employee Personal Support.

HR Assistant 06/09/2022 – 10/02/2023
Kazhakuttom,
Thiruvananthapuram, Kerala
[Thinkberrys Technologies](#)

Maintains accurate and up-to-date human resource files, records, and documentation. Conducts or assists with new hire orientation. Provides clerical support to the HR department.

HR Admin 22/11/2018 – 09/06/2020
Sasthamangalam,
Thiruvananthapuram, Kerala
[Global Track Technologies](#)

Plan and manage recruitment and selection of staff. Plan and conduct new employee orientation. Identify and manage training and development needs for employees. Develop and implement human resources policies and procedures. Administer hr policies and procedures.

ADDITIONAL QUALIFICATION

- Software Testing course at STC Technology Trivandrum. Completed manual testing and pursuing automation
- ISTQB (international software testing qualification board) certified testing foundation level.

EDUCATION

Periyar University, Salam Business administration	79%	2018
AJ college of science and technology BSC Computer science	85%	2015



SKILL

- Strong administration skills.
- Familiarity with business software such as Microsoft Office.
- A high level of confidentiality.
- Excellent interpersonal and customer-facing skills.
- Strong communication skills, both written and verbal.
- The flexibility and willingness to learn.
- To enjoy working with people.
- Good administrative skills.
- The ability to work as part of a team.
- The ability to work accurately, with attention to detail.

LANGUAGES

- English
- Malayalam
- Tamil



VHSE Pirappancode
Higher secondary

66%

2009

LVHS Pothencode
SSLC

72%

2007

