

**PRIYA KANNAN**

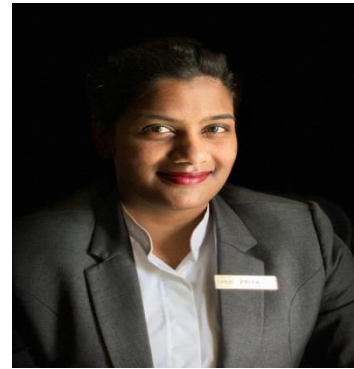
**Phone:** 7698091569

**Email ID:** [priyakannan097@gmail.com](mailto:priyakannan097@gmail.com)

**Date of Birth:** 17<sup>th</sup> February 1997

**Nationality:** Indian

**Current Location:** Ahmedabad



**OBJECTIVE:**

Desire a Human Resources position in a fast paced environment to utilize my exceptional multitasking and administrative skills in the effective management of company resources.

**EXPERIENCE:**

**Dec 2018- Till Now:** HR Lead

 **Marriott®** **Fairfield By Marriott, Ahmedabad.**

**Dec 2017- Dec 2018:** HR Apprentice



**Lemon Tree Premier, The Atrium, Ahmedabad**  
**By Lemon Tree Hotel Company**

**INDUSTRIAL TRAINING:**

**July 2015 to Nov. 2015:** Internship



**Radisson Blu Resort & Spa, Udaipur by Carlson Group**

## **JOB PROFILE:**

- Assisting and Coordinating in daily HR activities, including interacting with Head of the department.
- Enroll new employee by issuing forms and applications; verifying completion.
- Maintaining and updating employee files, records and documentation.
- Scanning and Emailing HR document.
- Preparing Minutes of Morning Meeting and emailing.
- Data entry and General Administration.
- Recruitment of Summer/Winter Batch Interns & Approaching colleges for the same.
- Accomplishes human resources and organization mission by completing related results as needed.
- Maintains human resources records by maintaining applications ,resumes, and applicants logs
- Verifies candidate's background by contacting references.
- Conducts all new hire orientations.
- Involved in the performance review of staff.
- Attending exit interviews.
- Managing the recruitment and selection process.
- Nurture a positive working environment.
- Maintain pay plan and benefits program.
- Assess training needs to apply and monitor training programs
- Ensure legal compliance throughout human resource management.

## **SKILLS:**

Microsoft Office (Word, Excel, PowerPoint)

Prism

Opera

Paypac

## **EDUCATIONAL QUALIFICATIONS:**

**June 2013 – May 2014:** Completed 10+2 from Elite Sr. Secondary School, Kheda, Gujarat.

**June 2014 – June2018:** Asia Pacific Institute of Hotel Management

Ahmedabad, Gujarat.

BE-BHMCT (Bachelors of Engineering in Hotel Management &  
Catering Technology).

## INTERESTS:

PASSIONATE ABOUT DANCING.

ART & DESIGN

## PERSONAL DETAILS:

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Address for communication : Block A-404, Radhe Paradise, Nr. Bus stand, Bareja  
Ta. Dascroi, Ahmedabad, Gujarat, India.

Gender : Female

Marital Status : Married

Language Skills : English (reading, writing, speaking, listening)  
Hindi (reading, writing, speaking, listening)  
Gujarati (reading, writing, speaking, listening)  
Malayalam(reading,speaking,listening)

This is to certify that the information mention above is true to my knowledge.

**Priya Kannan**

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