



KAVITHA K R

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Karthika, Thundathil P. O., Kariavattom, Trivandrum

OBJECTIVES

Highly motivated individual and a certified Human Resource personnel with strong Admin and people management skills, attention to detail, and a solid management background looking to obtain a good position which suits my experience.

EXPERIENCE

6/2016 - Present

Assistant Manager - Administration

At **3DBRICKS PVT LTD**

Recruitment: Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; Developing personal growth opportunities. Prepare and take approval for Salary Structure and issuance of Offer letter of the selected candidates. Documents to be collected and appointment letter to be issued. Induction to be given on the joining of the employee. HR Administration: Proper monitoring of incoming emails and answer or forward as required. Maintain good customer service to invite best impression from Clients. Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices. Completes special projects by organizing and coordinating information and requirements; arranging, and meeting schedules; monitoring results. Reviewing, updating and maintaining proper filing of Performance Appraisal and Attendance Management, Training Schedules etc. Compensation & Benefits: Monthly / Weekly MIS to be sent to Manager. Handling monthly payroll and yearly forms for employees. Performs a wide variety of record keeping and payroll processing activities, including computing wage and overtime payments, calculating and recording payroll deductions, processing requests for paycheck advance

11/2013 - 5/2016

Assistant Manager - HR & Admin

At **AADFLAMES INDIA PVT LTD**

Carry out recruitment responsibilities: screening of CVs, interviewing, selecting & placement activities. Process employment papers & maintain all employee records, gather information & provide the same when required. Identify, design training programs, administer the same & work on related activities. Succession planning & staff retention in accordance to the company business system processes. Carry out administration activities: Implement administrative support function policies & procedures as per country local Law. Prepare MIS & other reports as and when required. Perform regular internal audits & take corrective action.

4/2013 - 10/2013

Senior HR Executive

At **TRAVANCORE MEDICAL COLLEGE & HOSPITAL**

Document Collection and verification. Negotiation and employee-welfare handling. Provide core human resources support to the client groups, particularly in the areas of performance management, employee relations and change management. Be the first point of contact to KL people and managers for policy/procedure questions, HRIS (Success Factors) inquiries, on-boarding and (exit interviews) and other range of generalist activities. Collaborate with leaders to develop a regional workforce strategy and identify staffing needs. Advise leaders on organizational structure, headcount planning, and promotion/salary planning

5/2011 - 3/2013

Senior HR Executive

At **ACCENTURE SERVICES PVT LTD**

To perform the whole recruitment process (pre and post) in consultation with Asst. Manager - HR and various Functional Heads of different departments. To prepare the monthly recruitment calendar and do the whole recruitment process (pre and post) in consultation with Asst. Manager - HR and various Functional Heads of various department. To give pre-recruitment instructions to the prospective candidates. To prepare and maintain the Personnel Records of all new employees. To ensure that all employee data are entered in the central data base (the relevant modules of the HRIS pertaining to HRD, Payroll etc.)-soft as well as hard copy.

7/2010 - 4/2011

Assistant Branch Head

At **MANAPPURAM GENERAL FINANCE**

Direct all operational aspects including distribution operations, customer service, human resources, administration and sales. Assess local market conditions and identify current and prospective sales opportunities. Develop forecasts, financial objectives and business plans. Meet goals and metrics. Manage budget and allocate funds appropriately.

QUALIFICATIONS

5/2005 - 4/2008

Bachelor's in English

From **Kerala University**

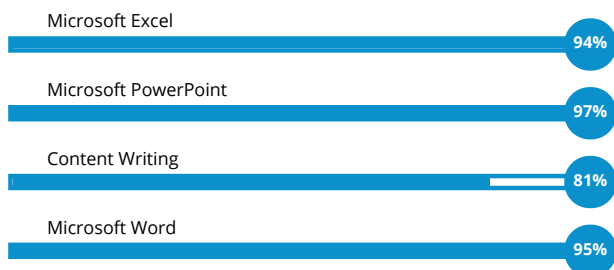
6/2008 - 5/2010

Master's in Business Administration

From **Kerala University**

SKILLS

Technical Skills



Management Skills

- ☒ Communication
- ☒ Decision-making
- ☒ Training and developmental
- ☒ Business management

PROJECTS

2/2016 - 2/2018

Case Study

<https://www.3dbricks.com/casestudies-listing.php>

A detailed intensive study of a unit, such as a corporation or a corporate division, that stresses factors contributing to its success or failure. b. An exemplary or cautionary model; an instructive example

ACHIEVEMENTS

3/2013

Best performer of the year

From **Accenture services**

Exemplary Leadership. Business Leader Award. Leading-Edge Executive Award. Standout Sales Chief.

LANGUAGES

- ☒ **English**
Expert
- ☒ **Kannada**
Expert
- ☒ **Hindi**
Expert
- ☒ **Malayalam**
Expert

INTERESTS

Reading
Classical dance

Writing
Traveling

PERSONAL INFORMATION

Father's Name Rajendran Nair
Nationality India
Marital Status Married

Date Of Birth 5/12/1988
Religion Hindu
Website www.aadflames.com

REFERENCES

Request On Demand