**KAVYA. S. R**

+91 9061125384 kavyasreekantan.officials@gmail.com

**OBJECTIVE**

To gain adequate knowledge through work experience and attain a challenging position in the competitive industry.

**AREAS OF EXPERTISE**

|  |  |  |
| --- | --- | --- |
| i. Call Management | iv. Vendor management | vii. Facility Management |
| ii. Grievances Handling | v. Admin Support | viii. Travel management |
| iii. Client Relations | vi. EA to head | ix. Talent Acquisition/HR roles |

**EXPERIENCE**

1. April 2016, to July 2019- *(3yrs n 3 months)*

Worked as **Admin Executive at Tata Consultancy Services Ltd**, (*on contract)*

* Keep stock of office supplies and place orders when necessary. Reporting daily complaints through *GHD tickets & Vendor management*.
* *Housekeeping management*/ Canteen Management. Security handling & Cab/Accommodation management & Sorting of ISD calls & billing. Facilities Executive also takes care of monitoring of gardening and landscaping on the campus.
* *Client management* & taking care of Conference room arrangement, Audio- visual arrangements. *Responding and connecting calls (around 600 per day).*
* *Health & Safety*- ensure the adherence to Health, Safety & Environment policy by all agency staff and contractors while working in office premises.
* *Courier Management* - To manage incoming & outgoing courier without any issues & also ensure all complaints are closed without any escalations.

2. July 2019, to present

Experience as **Admin/HR manager at Abaft Technologies Pvt Ltd**.

* Talent Acquisition & maintaining attendance report & calculating payroll. Issue Offer/Confirmation/Experience letters/Exit Formalities, grooming, Sourcing profiles etc.
* HR responsibility- Handling Labour Law, Employee handbook, yearly working calendar, leaves, holidays, new joiners’ checklist etc.
* Access card management.
* Responsible for the maintenance of the facility; Maintenance of power supply in the facilities, Maintenance of office furniture, Space planning, etc.
* Acting has executive asst. CEO, maintaining diaries &making appointments.
* Responsible for payment of bills.

**ACHIEVEMENTS**

* Achieved Reward & recognition from TCS contract employee & also achieved Certificate from TCS Safety First Team.
* Finalist in national level management fest 2015.
* Kalanidhi award winner 2012 & CBSE kalolsavam winner 2012.

**ACCADEMIC PROFILE**

* MBA in human resource, (2018) with 74% from Annamalai University
* BBA,(2015) with 85% from Christ Nagar college.
* 10th (2010) & 12th (2012)with 70% marks from Kendriya vidyalaya,

**PROJECT ON HRM**

* A study on trends and preferences of Gen Y employees at Tata consultancy services ltd, Techno Park Trivandrum.
* A study on effectiveness of Grievances Redressal Mechanism at Vijayamohini Mill, Trivandrum.

**TECHNICAL SKILL**

* Passed computerised financial Accounting using TALLY erp9.
* Familiar with Microsoft, Excel & knowledge in PPT presentations.

**ADDITIONAL QUALIFICATION & INTEREST**

* Passed Diploma in Bharatanatyam.
* Classical Dance & Travelling.

**PERSONAL SKILLS**

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| --- | --- | --- |
| i. Punctual | iii. Positive thinking | v. Lead & motivate teams |
| ii. Sincere | iv. Goal oriented | vi. Time Management |

**PERSONNAL DETAILS**

|  |  |
| --- | --- |
| DOB & Age/Gender | 17-02-1995, 25, Female |
| Marital status | Married |
| Languages Known | English, Hindi, Malayalam, Tamil |

**DECLARATION**

I Kavya S R hereby declare that the information furnished above is true, correct and complete to best of my knowledge and belief.

Signature

Kavya S R

Thiruvananthapuram