


RESHMA. K

MBA-FINANCE & HUMAN RESOURCE

Looking for a professional human resource position. Coming with extensive knowledge of human resource principles and ability to handle complex problems using outstanding organizational and time management skills.

 MOB: +91 7559895109

 Kozhikode-Kerala

 reshmaramjith.bh@gmail.com

PROFILE SUMMARY

- An expert HR Employee with proven expertise in implementing the policy and procedure, recruiting and hiring
- Expert in understanding the business requirement.
- Excellent in identifying the need of organization.
- Excellent in understanding and analyzing the human behavior.
- Proficient in coordinating with the people.

PERSONAL QUALITIES

- Strong motivational and leadership skills.
- Exceptional presentation and interpersonal skills.
- communication skills in writing and verbal both.
- Ability to work in a team as well as individual.

EDUCATION

Post graduation MBA

SINGMS | 2013 - 2015

- SreeNarayana Guru Institute of management studies approved by AICTE & Affiliated to Anna University, Coimbatore

Graduation BBA

SN College | 2010 - 2013

- SreeNarayana college Vadakara affiliated to university of Calicut, Vadakara, Kerala

Intermediate

| 2010

- Passed in 2010 from Government Girls Higher secondary School, Calicut, Kerala

Matriculation

| 2008

- Passed in 2008 from Government Girls Higher secondary School, Calicut, Kerala

SKILLS

HR Management

Talent Recruitment

Payroll Administration

Efficiency Under Pressure

Policy Development

Employee relations

INTERNSHIP

Rajab Logistics Kozhikode -India | Sep -2015 Dec-2015

Job Specification

- Schedule Shipments and Deliveries
- Add Tracking the progress of shipments
- Maintain Warehouse Inventory
- Maintain accurate records and files of inventory usage
- Direct and review work plan for assigned staff

WORK EXPERIENCE

ARM Contracting | Aug 2018 - Jan-2019

JOB PROFILE: HR ASSISTANT

Job Specification

- Maintaining employee's personal files and records.
- New work visa , visa renewal follow-ups .
- Tracking attendance, maintaining leave records, issue letters, etc.
- Preparing labors payroll
- Track stocks of office supplies and place orders when necessary
- Make travel arrangements and clearance for employees
- Generation of Experience Letters, Relieving Letters. warning letter etc

WORK EXPERIENCE

Al Takweer Construction | Sep 2021 - Sep-2022

JOB PROFILE: HR executive

Job Specification

- Resourcing, screening and short listing resumes through various job portals , or else internal reference, Manpower Agencies
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
- Scheduling and arranging training while coordinating with external trainers and training programs.
- Identification of training needs and nominating candidates for training.
- Encouraging participation of employees in various organizational events.
- Preparing Final settlements, leave salary and all employee benefits.
- LMRA & GOSI management
- Processing & payment Payroll for Staff & Labors
- Designed Policies and Various HR Forms and Induction Program.
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparation of monthly HR and management reports with Project manpower cost ,HR expenses,
- Manpower planning and manpower projections ,

INTERESTS

listening Music

Cooking

Stitching

Reading Books

Travelling

Gardening

PERSONAL DETAILS

Date of birth : 31/05/1993
Gender : Female
Marital Status : Married
Nationality : Indian

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

Place: Tubli (Bahrain)

Date :