**Saranya M.S**



SREESAILAM

PARVATHYPURAM GRAMAM

ATTINGAL.P.O.

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| Objective |

To have a symbiosis relationship with the organization, whereby I can contribute to the growth of the organization and thereby grow along with it.

My stated objective and focused approach is to acquire in-depth knowledge in the area in which I am associated with and to work in an organization that fully utilizes my skills and provide global work exposure.

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| Personal Skills |

* Excellent organisational skills, willingness to learn and possess good aesthetic sense.
* A dynamic professional offering 7 years of qualitative experience in administration, conducting recruitment drives, interviews and training programs. Excellent interpersonal, analytical and team building skills with proven ability in establishing HR policies.
* Sincere and Hardworking.
* Self-motivator & Drive to work.
* Strong communication, presentation and persuasion skills. Enthusiastic and positive attitude.
* Interpersonal skills to communicate with various types of client groups.

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| Educational Profile | | | | |
| **Course** | **Institution** | **University / Board** | **Year of Passing** | **% Marks** |
| HDC & BM | Co-operative Training College,Tvm | Kerala | 2016 | 76% |
| BE  (Information Technology) | Kalaivanar.N.S.K College of Engineering,  Therekalputhoor,  Nagarcovil | Anna University | 2011 | 76% |
| Class XII | SreeSaradhavilasam Higher Secondary School,Chirayinkeezhu | Board Of Higher Secondary | 2007 | 79% |
| Class X | NavabharathHigher Secondary School,Attingal | SSLC | 2005 | 80% |
| Technical Expertise | | | | |

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| OPERATING SYSTEMS | WINDOWS XP/07/VISTA/08/8.1/10 |
| LANGUAGES | C,CPP |

APPLICATION SOFTWARE Tally (certified), MS office, Microsoft Powerpoint…

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| Main Project-Traceback of DDOS Attack using Entropy Variation |

Environment **:** JAVA 1.4 swings.

Network Security Is A Very Vital Concept In The Upcoming Scenario.Security Of Network Can Be Made Useless By Breaking The Secrecy, Authentication,Also When Message Integrity Is Not Available, The Main Possible Way To Hinder Network Security Is By The **DOS**.**DOS**(Denial Of Service) Is Type Of Attack On A **Lan**Network That Is Designed To Bring The Network To Its Knees By Flooding It With Useless Traffic.

Data Transaction Controller Is Local Area Network System Mainly Deals With The Security Of The System.This Aims In Sending The Information From User To Sever Securely. In This System We Try To Prevent The Server Site Attack Of Data(I.E) Done By The Denial Of Service Attacks.The System Contains A Throttle Algorithm Present At The Controller , Whenever The Load Increases Or Decreases A Specified Level Then The Server Sends Throttle Signals Ti The Controller To Control The Flow Of Packets.

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| Personal Profile | |
| **Name** | **Saranya M.S** |
| Date of birth | 29 AUGUST 1989 |
| Sex & Marital Status | Female, Married |
| Nationality | Indian |
| Languages Known | English, Malayalam (to speak and write), and Tamil (only to speak) |

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| Other Achievements |

* Appointed as Vice-House Captain in school.
* Winner in English essay writing

**Work Experience**

**Job Title : Team Leader**

**Name of the Company : Upgrad Educational Pvt.Ltd**

**Work period : July 15th 2021 to till date**

**Duties and Responsibilities**

* Develop a strategy the team will use to reach its goal
* Provide any training that team members need
* Communicate clear instructions to team members
* Listen to team members' feedback
* Monitor team members' participation to ensure the training they are being provided is being put into use, and also to see if any additional training is needed
* Manage the flow of day-to-day operations
* Create reports to update the company on the team's progress
* Distribute reports to the appropriate personnel
* Meet the day to day targets as instructed by the management

**Job Title : Student Support and Admission Officer(SSAO)**

**Name of the Company : Aakash Institute**

**Work period : July 25th 2019 to July 15th 2021**

**Duties and Responsibilities**

* • Achieve allocated admission targets. • Counseling Students and parents about our courses and competition exams landscape. • Champion entire student cycle: Prospecting, Counseling, Admission, Orientation, Support.
* • Interaction with students and parents on routine basis for giving them Aakash experience. • Clarifying doubts of students and parents. • Managing fee structure & fee software for different programs.
* • Monitor class schedules to ensure smooth running of classes. • Liaison with Head Office in Delhi for upcoming programs, admission tests, schemes and other offers.
* • Handling assigned administrative responsibilities.

**Administrative duties**

• Manage all the Administration related works on daily basis. • Looking after day to day office activities, record attendance. • Managing front desk along with dispatch & housekeeping staff and supplies.

• Taking Instructions from Branch Head. • Booking & Managing the Training, Meeting Programs and other official activities.

• Arrangements of all Stationary, House Keeping, Tea, Coffee, Snacks, lunch & First Aid • Act as a central point of reference for internal and external queries, ensuring that messages are recorded and reported on in a timely manner, including contact with staff and managers

• Managing all out Office and Ad hoc activities.

**Job Title : HR Manager**

**Name of the Company :Anugraha constructions, Trivandrum.**

**Work period : June 2018 to July 2019.**

**Duties and Responsibilities**

* Reviewing resumes and applications
* Conducting first round of telephonic interviews for candidates to validate and send the assessment reports to the management for further processing.
* Maintaining and updating the master of each employee in the firm.
* Conducting recruitment drives and provides necessary inputs during the hiring process and validating team on daily basis.
* Conduct brief training and introduction program for new employees.
* Preparing necessary reports every day for the reporting manager.

**Job Title : HR Manager**

**Name of the Company : Maxtherm (India) private Ltd**

**Work period : June 2016 to July 2018.**

**Duties and Responsibilities**

* [Handling Recruitment and Onboarding](https://www.techjockey.com/blog/roles-and-responsibilities-of-hr-manager#handling_recruitment)
* [Tracking Employees’ Leave and Attendance](https://www.techjockey.com/blog/roles-and-responsibilities-of-hr-manager#tracking_employees)
* [Process Salaries and Remuneration](https://www.techjockey.com/blog/roles-and-responsibilities-of-hr-manager#process_salaries)
* [Defining Workplace Policies](https://www.techjockey.com/blog/roles-and-responsibilities-of-hr-manager#defining_workplace)
* [Organizational Structure and Planning](https://www.techjockey.com/blog/roles-and-responsibilities-of-hr-manager#organizational_structure)
* [360 Degree Performance Management](https://www.techjockey.com/blog/roles-and-responsibilities-of-hr-manager#360_degree)
* [Training and Development](https://www.techjockey.com/blog/roles-and-responsibilities-of-hr-manager#training)
* [Creating Engaging Work Culture](https://www.techjockey.com/blog/roles-and-responsibilities-of-hr-manager#creating_engaging)
* [Conflict Resolution](https://www.techjockey.com/blog/roles-and-responsibilities-of-hr-manager#conflict_resolution)
* [Rewards and Incentives](https://www.techjockey.com/blog/roles-and-responsibilities-of-hr-manager#rewards)
* [Managing Employee Database](https://www.techjockey.com/blog/roles-and-responsibilities-of-hr-manager#managing_employee_database)
* [Managing Employee Relations](https://www.techjockey.com/blog/roles-and-responsibilities-of-hr-manager#managing_employee_relations)
* [Performing Succession Planning](https://www.techjockey.com/blog/roles-and-responsibilities-of-hr-manager#performing_succession)
* [Creating Safe Work Environment](https://www.techjockey.com/blog/roles-and-responsibilities-of-hr-manager#creating_safe)
* [Managing Employee Benefits](https://www.techjockey.com/blog/roles-and-responsibilities-of-hr-manager#managing_employee_benefits)

**Job Title : HR Recruiter and Admin Manager**

**Name of the Company : Dorma Transparent Innovation**

**Work period : Mar 2014 to June 2016**

**Duties and Responsibilities**

* Sending Quotations to many clients and firms.
* Analysing and maintaining the stock and preparing the purchase quotations of raw materials.
* Analysing day today accounts and preparing the reports for managers and maintain the day book.
* Effective communication with clients through telephone and emails and keeping necessary records.

**Job Title : Educational Counsellor and Admin Executive**

**Name of the Company : Cavalier India**

**Work period : Jan 2013 to march 2014**

**Duties and Responsibilities**

* • Achieve allocated admission targets. • Counseling Students and parents about our courses and competition exams landscape.
* • Champion entire student cycle: Prospecting, Counseling, Admission, Orientation, Support.
* Conducting interviews, Analytical test and Group discussions to select the students.
* Analysing day today accounts and preparing the reports for managers and maintain the day book.

## Declaration

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

Place: Thiruvananthapuram **Saranya.M.S**

Date:25/11/2021