



# Ashna Mary Mohan

MBA| Human Resources  
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## Overview

Organized and motivated HR Graduate seeking to obtain a challenging position in HR to begin my career by utilizing high-level communication skills and knowledge of the domain to bring forth innovative ideas and analytical approach to fulfill the company's HR requirements.

## Competencies

- Strong communication and interpersonal skills
- Critical thinking and problem solving
- Organizational skills
- Multi Tasking
- Quick learner
- Time Management skills
- Team Player
- Analytical skills
- Target driven
- Technical skills

## Key Projects

- **Research project on employee welfare and benefits scheme with reference to Oriental Insurance Company Limited.** An in-depth study of the firm's welfare and benefits schemes. Communicating and interacting with the employees of the firm to understand the effect of these schemes.
- **Employee Engagement during Onboarding.** Analyzing the current onboarding practices of the organization. Identifying the areas of improvement and providing certain suggestion to make the onboarding process effective.

## Work Experience

- HR Operations Intern at DCB Bank (2 Months)
  - Handled Onboarding activities of new employees PAN India.
  - Prepared onboarding kits and distributed manuals and guidelines
  - Gathered paperwork and Background verification of new employees
  - Ensured new employees system configuration
  - Addressed new employees queries regarding PF transfer and documentation
  - Worked on ATS and HRIS of the company
  - Assisted the HR Analytics Team for the project – Recruitment Score Card and Transfer Risk Analysis.

## Certification

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- SAP certification in Human Capitalization Management

## Extra-Curricular Activities

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- Member of placement cell 2017-18 at SIMS
- 1st place in intra college dance competition Sarganjali
- 2nd place in Best Management Team Competition held by RCMAS
- Participated in the HR Interpreter of BARCODE Event conducted by SIMS
- Team leader of Cultural cell in RCMAS
- Took part in Market Beat 2017 held by SIMS
- Part time Volunteer at Akansha School (NGO)

## Education

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Qualification	Institute	Accredited By	Year	Percentage
MBA	Symbiosis Institute of Management Studies	SIU	2019	65.9
B.Com Computer Applications	Rajagiri College of Management and Applied Science, Kerala	MG University	2016	75.5
12th	Indian Islahi Islamic School,	CBSE	2013	85.2
10th	Our Own English High School,	CBSE	2010	74.1

## Technical Knowledge

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Expertise	Tools
Programming languages	C, C++ , Java,VB
Database	SQL Server, MS Access
Microsoft Office	Word, Excel, PowerPoint
ERP	SAP HCM,Tally
Tableau	
Power BI	

## Personal Information

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D.O.B	22 November 1995
Sex	Female
Nationality	Indian
Father's Name	Mohan Samuel
Languages known	English, Hindi, Malayalam