



# ARDRA A

## HR EXECUTIVE

### CONTACT ME



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Devaragam, Azhicode,  
Chekkakonam p.o ,Karakulam,  
Thiruvananthapuram.  
Pin: 695564

### SKILLS

- Interpersonal skill
- Team work
- Problem solving
- Time management
- Leadership skill
- Communication
- MS Office

### CERTIFICATIONS

- Microsoft Excel ( Office 2019)
- New labour codes of India NPTEL- IIT Kharagpur
- Marketing Management NPTEL -IIT Kharagpur
- Young Innovators Programme(YIP) K-DISC
- Legal Aid Programme conducted by District Legal Service Authority.

### CAREER OBJECTIVE

Looking for a challenging career that will provide ample opportunities to grow so that, i will be able to help in the growth of that organization and will be able to enhance my skills and capabilities.

### EDUCATION

#### MASTER OF BUSINESS ADMINISTRATION (HR AND MARKETING)

TKM INSTITUTE OF MANAGEMENT, KOLLAM 2022 - 2024

#### B.COM LL.B (5 YEAR INTEGRATED COURSE)

MAR GREGORIOS COLLEGE ,TRIVANDRUM 2017 - 2022

#### HIGHER SECONDARY EDUCATION

GOVT V&H.S.S KARAKULAM, TRIVANDRUM 2015 - 2017

### WORK EXPERIENCE

- COMMANDTECH CAD AND IT PVT LTD May 2024-Present  
HR EXECUTIVE

#### JOB RESPONSIBILITIES

- Serve as a key point of contact for employee relations, addressing concerns, resolving conflicts, and promoting a positive work environment.
- Lead talent acquisition, including drafting job descriptions, posting openings, and interviewing candidates.
- Oversee onboarding, ensuring smooth transitions and fostering support for new hires.
- Ensure compliance with HR policies and labor regulations, developing policies for a fair and inclusive workplace.
- Organize employee engagement and development programs.
- Manage employee records, including personal data, attendance, and performance metrics.
- Provide administrative support, ensuring efficient daily HR operations.



## ■ ACHIEVEMENTS

- Successfully enrolled as a member of the Bar Council of Kerala  
Date of enrollment: September 2022  
Registration Number: K/3306/2022
- Worked as National service scheme volunteer.
- Cordinated 9th Global Management summit at TKMIM

## ■ LANGUAGES

ENGLISH  
MALAYALAM  
HINDI  
TAMIL

### • INSPIRISYS SOLUTIONS LTD    October 2023 - April 2024 HR INTERN

- Assisted in recruitment by screening resumes, scheduling interviews, and coordinating candidate onboarding.
- Maintained accurate employee records in the HR management system.
- Drafted HR documents, including offer letters and policy updates.
- Supported payroll by verifying attendance and managing leave requests.

## ■ INTERSHIPS

- Sales Intern at Malayala Manorama Pulication Ltd -2023
- Internship at Young innovators programme (YIP) conducted by K-DISC -2023
- Internship at office of the Regional Labour Commissioner, Trivandrum -2021
- Internship at Women Empowerment and Human Resource Development Centre of India (NGO), Trivandrum -2020

## ■ DECLARATION

I hereby declare that the details furnished above are true and correct.

Place: Thiruvananthapuram

Date: 30.10.2024

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